

**ACTIONAID International Sierra Leone**

***CONFIDENTIAL***

**APPLICATION FORM**

**IMPORTANT INFORMATION - GUIDELINES ON COMPLETING APPLICATION FORM**

###### COMPLETING THE FORM:

Remember - make sure your application form is well presented to create a good impression.

1. Please type in black ink.
2. **Ensure you collect Job Description and Person Specification (Advert)** - read these carefully as they list the skills, knowledge, qualifications and experience required
3. The text boxes in the “career history”, “Competencies” sections and all sections are expandable.
4. **Education and Professional Qualifications** – ActionAid Sierra Leone is primarily interested in all the highest educational levels you have achieved, as well as whether you have basic numeracy and literacy skills in English. You are required to scan all your certificates and attached with the application form when sending.
5. Sierra Leone Ministry of Labour requires that all applicants should have a **valid Labour Card** when applying for a job. Thus, you should scan your valid labour card and send as attachments as well with your application form.
6. The **completed application form**, **scanned certificates** and **scanned valid labour card** all constitute information used for the final short-listing.
7. Keep a copy of your completed form for your own reference

###### RETURNING THE COMPLETED FORM:

* Your completed application form should be returned to <https://aasl.byteltd.com/jobs> and should arrive no later than the stated closing date.
* Late applications will not be considered.

**Only applicants who are short -listed will be contacted.**

Please inform us if at any stage after submission of your form you decide not to proceed with your application.

**APPLICATION DETAILS**

|  |  |
| --- | --- |
| **Date Of Application:** |  |
| **Date Received *(for official use only):*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applied for** |  | | |
| **Job Reference No** |  | |  |
|  |  |  | |
| **How did you learn about this vacancy**: | |  | |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marital Status** |  | | | |
| **Male/Female** |  | | | |
| **Religion** |  | | | |
| **Nationality** |  | | | |
| **Date of Birth** |  | | | |
| **Address** |  | | | |
| **Post Code (If Applicable)** |  | | | |
| **Telephone no.** | **Home** |  | **Work**  (discretion will be used) |  |
| **email address** |  | | | |

**QUALIFICATIONS / TRAINING**

Schools, Colleges, University etc.: *You required to provide evidence of your qualifications*

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **From** | **To** | **Qualification/results Attained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other relevant training or short in-service courses:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **From** | **To** | **Details** |
|  |  |  |  |
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Please continue on a separate sheet if necessary

**RELEVANT SKILLS & EXPERIENCE**

|  |
| --- |
| E.g.: Microsoft Word, Excel, Access, Internet or skills gained |
| Please continue on a separate sheet if necessary |

**EMPLOYMENT HISTORY**

**Present or most recent employer: (if appropriate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer |  | | | |
| Dates employed |  |  |  |  |
| **Line Manager’s** Job Title: |  | | | |
| Your Job Title |  | | | |
| Summary of duties |  | | | |
| Current / most recent monthly salary |  | | | |
| Reason for leaving |  | | | |
| Notice Required |  | | | |

**Other employment / experience** (most recent first)

Please include experience relevant to this post which you may have gained outside paid employment, including voluntary work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name & address** | **From** | **To** | **Position held and duties** | **Reason for leaving** |
|  |  |  |  |  |

**COMPETENCIES**:

Tell us how your experience, skills, knowledge and qualities make you suitable for appointment to this post. Please indicate your **experience and what your actual role** was in the following competency areas by **giving actual examples**:

|  |
| --- |
| **COMPETENCY 1). Proven experience in donor cultivation and relationship building.** |
| **COMPETENCY 2). Give demonstrated skills and experience in lobbying, negotiating donor contract, management, and compliance.** |
| **COMPETENCY 3). Proven experience in organising non-institutional fundraising activities.** |
| **COMPETENCY 4). Give demonstrated experience in project design, monitoring, and quality reporting.** |
| **COMPETENCY 5). Give demonstrated knowledge and experience in promoting organisational visibility and building profile.** |

**LANGUAGES**

|  |  |  |
| --- | --- | --- |
| *Please indicate fluency – 1(Not all), 2(can understand), 3(Can Write), 4 (can Speak), 5(Can write & speak)* | | |
| **Language(s)** | **Fluency** |  |
|  |  |  |
|  |  |  |
|  |  |  |
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**Further Information**

|  |
| --- |
| **Overseas Experience** (not mentioned above)**:** |
| list countries, dates and reasons for visits |
|  |
| **MEDICAL HISTORY:** |
| Do you have any medical conditions or any disability, which could affect your work performance in this job?    If Yes, what can ActionAid do to assist you? |

**REFERENCES** (One should be your current or most recent employer):

Wherever possible, referees should be from the place(s) of employment, or education/training, or other establishments you have been attached to during this period. Please name at least three referees even if you have been at the same establishment for the past five years.

We do not approach referees before interview, and we obtain your permission prior to contacting them.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Referee 1** | **Referee 2** | **Referee 3** |
| Name |  |  |  |
| Job Title |  |  |  |
| Address |  |  |  |
| Post Code |  |  |  |
| Telephone no. |  |  |  |
| Email address |  |  |  |
| Relationship |  |  |  |
| When to take up reference:  BF(Before Short listing)  AF(After Offer has been made) |  |  |  |

In event of your being offered a position with ActionAid Sierra Leone, we shall take up references **covering the full five years preceding your start with us.**

===========================================================================================

**ATTESTATION:**

I declare that, to the best of my knowledge, the information on this form is correct. I understand that any engagement entered into may be subject to satisfactory references, the passing of a medical examination and successful completion of a probationary period.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |