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## EMPLOYMENT APPLICATION FORM

*(Please fill up all the items and submit together with your CV and other application requirements being asked for. All information will be treated confidentially)*

What position are you applying for?.....

### PERSONAL DETAILS

1. Name (Family, First, Middle):.....
2. Date of Birth (Day, Month, Year):.....
3. Permanent Address:.....
4. Phone Number(s):.....
5. Email Address:.....
6. Do you have any dependents: (Yes) if yes please list below (No)

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

### EDUCATIONAL QUALIFICATION

7. Please list your educational experience, starting from most recent.

Name of Institution	Attended From	Attended To	Degree/Certificates Obtained	Main Course of Study

Plan International is a Child-centered community development organization committed to the wellbeing of children and supporting the convention of the rights of a child, as such does not tolerate child abuse of any form by anybody including its employees.


8. Please list any other training you have received?

Name of Institution	Attended From	Attended To	Degree/Certificates Obtained	Main Course of Study

**EMPLOYMENT RECORD**

9. Please list your employment history, starting from the most recent job.

Name & Address of Employer	Starting Date	Finishing Date	Job Title and major responsibilities	Reason for leaving	Monthly Gross Salary (SSP)

## REFERENCES

10. Please give details of two people who have knowledge of you in a working environment. **One referee must be your most current/recent manager.** Your current manager will only be contacted with your permission. If you are a recent student, give appropriate school or college referees.

Name of most current/recent manager:	Name of Second Referee:
Job Title:	Job Title:
Mailing Address:	Mailing Address:
Telephone #:	Telephone #:
E-mail Address:	E-mail Address

Can we contact your most current/recent referee:  Yes  No

## OTHER PERSONAL DETAILS:

11. Do you have any relatives working in Plan South Sudan? If yes mention name, job title and relationship.

12. Have you applied for other position in Plan South Sudan earlier? If yes, mention position and status of application.

## CRIMINAL RECORD

13. Have been convicted for any criminal offence before? If yes, please specify.



14. Have you ever been dismissed from employment or had any disciplinary action taken against you, which may be related to work with a child/children below the age of 18 years? If yes, please provide details.

15. Have you received any formal reprimands, final warnings or cautions from the police? If yes, please provide details.

16. Is there any other information which may be relevant to your application e.g. pending prosecutions etc? If yes, please provide details.

**DECLARATION**

I confirm that the information provided above, and in any attachment, are correct and I understand that any false statement or information could result in my application or appointment being terminated.

Signature:.....

Date:.....

<b>FOR OFFICIAL USE ONLY</b>		
<b>STATUS OF APPLICATION</b>		
<i>The office of the PCM will note down the status of the application in each activity for tracking and record keeping purposes</i>		
<b>Recruitment and Selection Phase</b>	<b>Completed/ By When</b>	<b>Remarks</b>
Short listing		
Interview		
Result (Successful or not successful)		
Reference Check		

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Offer		
Others		

DO NOT COPY

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