

**Guidance notes**

Please read these notes carefully **before** completing the application form

1. Complete all sections of the application form and follow the instructions carefully
2. **Please do not send your CV** as this will not be accepted in place of, or in addition to, a completed application form
3. Where applicable you will be expected, as part of the recruitment process, to prove your right to work in the country concerned. This is particularly true for positions based in Europe and the USA. Please state your visa status in section 1 of the form.
4. It is our aim to appoint the best candidate for each vacancy. To do this fairly, we need all applicants to provide as much relevant information about themselves as possible. **This information should be based on the qualities listed in the job description and person specification**, which are regarded as essential to do the job. The recruitment panel cannot make any assumptions about your knowledge, skills and abilities.
5. Section 7 on the application form (your supporting statement) is the most important part of your application and should be used to tell us **why you are applying for the job** and how you think you meet **the criteria** listed in the **person specification**. If you fail to do this you will not be shortlisted. Please illustrate your statement with examples drawn from your knowledge, experience, skills and achievements gained in past employment or other activities relevant to the job.
6. Completed application forms for the Project Assistant must be received by midnight on 11 September 2016
7. Send your completed application form to [recruitment@saferworld.org.uk](mailto:recruitment@saferworld.org.uk)
8. We regret that only shortlisted candidates will be contacted.
9. It is not necessary to provide references at the application stage. We will request references from the selected candidate when offering the position.



**Application Form**

Please fill in the boxes completing every section of the form. Do not include a curriculum vitae or any other additional information, unless specifically requested to do so

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Position applied for: |  | | |
| Surname: |  | First Name(s): |  |
| Full address – current residence: |  | | |
| Permanent residence (if different from above) |  | | |
| Telephone number: |  | Mobile: |  |
| Personal email: |  | | |
| Where did you learn of this post? |  | | |
| Please tell us below what arrangements, if any, would be needed if you are invited to interview | | | |
|  | | | |
| If offered the post when could you take up employment? | | | |
|  | | | |

|  |  |  |
| --- | --- | --- |
| Do you require a work permit for the country in which the vacancy is based? | Yes | No |
| **Note: If this vacancy is a national position you will be required to provide evidence of your eligibility to work in the country.** | | |

1. **DECLARATION**

I confirm the details contained on this application form are correct. I understand that any offer of employment will be subject to the receipt of two references that are satisfactory to Saferworld. I also agree that my records may be held on a computerised database that is subject to the Data Protection Act 1998

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date |  |

1. **EDUCATION AND PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| Date | University/Professional body | Subjects and Qualification |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **TRAINING COURSES ATTENDED**

|  |  |
| --- | --- |
| Date | Course Title |
|  |  |
|  |  |

1. **EMPLOYMENT HISTORY**

Details of present or most recent employer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer: |  | | | |
| Address of employer: |  | | | |
| Dates employed | From: |  | To: |  |
| Your Job title: |  |  |  |  |
| Summary of duties and record of achievements in your current role: |  | | | |
| Current/most recent salary: |  | | | |
| Additional benefits: |  | | | |
| Reasons for leaving: |  | | | |
| Notice required: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer: |  | | | |
| Address of employer: |  | | | |
| Dates employed | From: |  | To: |  |
| Your Job title: |  |  |  |  |
| Summary of duties and record of achievements in your current role: |  | | | |
| Current/most recent salary: |  | | | |
| Additional benefits: |  | | | |
| Reasons for leaving: |  | | | |
| Notice required: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer: |  | | | |
| Address of employer: |  | | | |
| Dates employed | From: |  | To: |  |
| Your Job title: |  |  |  |  |
| Summary of duties and record of achievements in your current role: |  | | | |
| Current/most recent salary: |  | | | |
| Additional benefits: |  | | | |
| Reasons for leaving: |  | | | |
| Notice required: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer: |  | | | |
| Address of employer: |  | | | |
| Dates employed | From: |  | To: |  |
| Your Job title: |  | | | |
| Summary of duties and record of achievements in your current role: |  | | | |
| Current/most recent salary: |  | | | |
| Additional benefits: |  | | | |
| Reasons for leaving: |  | | | |
| Notice required: |  | | | |

1. **LANGUAGES**

|  |  |
| --- | --- |
| Native or bilingual proficiency |  |
| Other languages | Degree of fluency: (elementary proficiency / limited working proficiency / professional working proficiency / full professional proficiency |
|  |  |
|  |  |
|  |  |
|  |  |

1. **SUPPORTING STATEMENT**

|  |
| --- |
| **This is the most important part of your application.** Please use this section to tell us **why you are applying for the job** and how you think you meet **the criteria** listed in the **person specification**. (If you fail to do this you are unlikely to be shortlisted.) Please use sub-headings according to the selection criteria and remember that we will be shortlisting based only on the information you provide and on your ability to meet these criteria. DO NOT EXCEED 2 sides of A4. |
|  |