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| **JOB APPLICATION FORM:**  **INSTRUCTION:**  This form is mandatory to be completed by all applicants expressing interest in a position advertised in Action Africa Help-International (AAHI), South Sudan program.  It MUST be fully completed in Block (capital) letters or easy to read handwriting and submitted to the point of application submission as indicated in the advertisement or send through the email address indicated in the advertisement.  Incompleteness of this form will lead to disqualification from the entire recruitment process through no fault of AAHI.  This form can be collected from AAH-I’s Main or field office or downloaded on line together the advertisement.    **NOTE:**   * **Competing this form does not mean you are successfully shortlisted and considered for interview or been selected for the position.** * **You do not need to attach your “Resume” or “CV” separately after completing this form.** * **You need to submit your Motivation letter (cover letter) maximum 1 page along with this form in PDF format.** * **Attached all copies of your academic documents and national ID/Passport when submitting this form in zipped folder.** * **Do not submit any original document, AAH-I will not bear and liability for any loss or damage.** * **Complete this form in BLUE Ink (**I.e. your information MSUT appear in Blue**)** * **Hand filled forms MUST be in Clear and readable handwriting.**    1. **PART 1: PERSONAL INFORMATION:**   **Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Home Address:**  **Boma: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Payam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***(Day/Month/Year)***  **Nationality:** South Sudanese \_\_\_ (tick). Other \_\_\_(tick).  **National ID** (Personal number) **Or** pass port No: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Sex: Female: \_\_\_\_\_\_ (tick). Male \_\_\_\_\_\_\_ (tick) Other\_\_\_\_\_\_\_\_ (tick**  **Overall length of Experience (in Months): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   * + 1. **CORE COMPETENCIES:**   Please list your core competencies that are relevant to the position you are applying for. These should include both technical skills and soft skills that you believe are critical to your success in the role.These should include **Technical skills** and **soft skills**.  *(add space if not enough)*   |  | | --- | |  |  * + 1. **PART 2: EMPLOYMENT DESIRED:**   **Position you ‘re applying for as advertised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (*Only indicate position that has been advertised)*  **Vacancy reference number*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date position Advertised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  **Sources you got the advertisement (web site/Notice board): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date you can start work when Successful: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  *(Day/Month/Year):*  **Please specify the minimum monthly salary you would accept for this position with AAH-I. (Please specify the currency):**  **Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   * 1. **PART 3: RELATIONSHIP WITH AAH-I STAFF:**   **Do you have a relative currently working for AAH-I?** *(AAH-I defines relatives as spouse, mother, father, sister, brother, uncle, aunt, father/mother-in-law, sister/brother-in-law, grandparents, and guardian.)* (Please select "Yes" or "No")   * Yes: \_\_\_ (tick) * No: \_\_\_ (tick)   **If yes, please list their names and your relationship to them:**   1. **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Relationship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Relationship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * 1. **PART 4: PREVIOUSE EMPLOYMENT WITH AAH-I IF ANY.**   **Have you ever worked for AAH-I?** (Please select “Yes” or “No”)   * Yes: \_\_\_\_\_\_ * No: \_\_\_\_\_\_   **If yes, please provide the following details:**   * **Dates of Employment:**   + From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Day/Month/Year)   + To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Day/Month/Year) * **Location in South Sudan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * **Starting Salary (Before Tax): \_\_\_\_\_\_\_\_\_\_USD** * **Ending Salary (Before Tax): \_\_\_\_\_\_\_\_\_\_\_ USD** * **Number of Employees Supervised: \_\_\_\_\_\_** * **Reason for Leaving AAH-I:**   + End of contract due to funding \_\_\_\_\_ (Tick)   + Voluntary resignation: \_\_\_\_\_ (Tick)   + Terminated due to disciplinary action: \_\_\_\_\_ (Tick)   + Desertion of workplace: \_\_\_\_\_ (Tick)   **If termination was due to disciplinary action, please explain:** *(Please note that your records will be reviewed, and any falsification will result in disqualification from the entire recruitment process)*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**       * 1. **PART 5: EMPLOYMENT HISTORY- (OUTSIDE AAH-I):**   **Name of Current Employer:**  **Type of Employer:** INGO (tick): \_\_\_\_\_NNGO (tick): \_\_\_\_\_Company (tick): \_\_\_\_\_Other (tick): \_\_\_\_\_\_\_\_  **Location:**   * State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Employment Dates:**   * Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Day/Month/Year) * End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Day/Month/Year)    **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Number of Hours Worked Per Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Starting Salary (Before Tax): \_\_\_\_\_\_\_\_\_\_\_\_USD**  ** Ending Salary Rate (Before Tax): \_\_\_\_\_\_\_\_\_USD**  ** Number of Employees You Supervise: \_\_\_\_\_\_\_\_\_\_\_USD**   |  | | --- | | **DESCRIPTION OF YOUR ACHIEVEMENT AND ONGOING ROLES (MAX 1000 words)** | |  |  * + 1. **INFORMATION ON FORMER EMPLOYER:**   **Name of Former Employer:**  **Type of Employer:** INGO (tick): \_\_\_\_\_NNGO (tick): \_\_\_\_\_Company (tick): \_\_\_\_\_Other (tick): \_\_\_\_\_\_\_\_  **Location:**   * State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Employment Dates:**   * Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Day/Month/Year)    **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Number of Hours Worked Per Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Starting Salary (Before Tax): \_\_\_\_\_\_\_\_\_\_\_\_USD Ending Salary Rate (Before Tax): \_\_\_\_\_\_\_\_\_USD**  ** Number of Employees You Supervise: \_\_\_\_\_\_\_\_\_\_\_USD**  **Reason for Leaving Previous Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |  | | --- | | **DESCRIPTION OF YOUR ACHIEVEMENTS (MAX 1000 WORDS)** | |  |  * + 1. **INFORMATION ON FORMER EMPLOYER:**   **Name of Former Employer:**  **Type of Employer:** INGO (tick): \_\_\_\_\_NNGO (tick): \_\_\_\_\_Company (tick): \_\_\_\_\_Other (tick): \_\_\_\_\_\_\_\_  **Location:**   * **State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Employment Dates:**   * **Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Day/Month/Year)**    **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Number of Hours Worked Per Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Starting Salary (Before Tax): \_\_\_\_\_\_\_\_\_\_\_\_USD Ending Salary Rate (Before Tax): \_\_\_\_\_\_\_\_\_USD**  ** Number of Employees You Supervise: \_\_\_\_\_\_\_\_\_\_\_USD**  **Reason for Leaving Previous Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |  | | --- | | **DESCRIPTION OF YOUR ACHIEVEMENTS (MAX 1000 WORDS)** | |  |  * + 1. **INFORMATION ON FORMER EMPLOYER:**   **Name of Former Employer:**  **Type of Employer:** INGO (tick): \_\_\_\_\_NNGO (tick): \_\_\_\_\_Company (tick): \_\_\_\_\_Other (tick): \_\_\_\_\_\_\_\_  **Location:**   * State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Employment Dates:**   * Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Day/Month/Year)    **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Number of Hours Worked Per Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Starting Salary (Before Tax): \_\_\_\_\_\_\_\_\_\_\_\_**USD **Ending Salary Rate (Before Tax): \_\_\_\_\_\_\_\_\_**USD  ** Number of Employees You Supervise: \_\_\_\_\_\_\_\_\_\_\_**USD  **Reason for Leaving Previous Organization: ..........................................................................................................................................................................................**  **.........................................................................................................................................................................................**   |  | | --- | | **DESCRIPTION OF YOUR ACHIEVEMENTS (MAX 1000 WORDS)** | |  |  * 1. **PART 6: EDUCATION HISTORY:**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **A: UNIVERSITY, DIPLOMA (EQUIVALENT)** | | | | | | | **COUNTRY** | **ATTENDED FROM/TO** | | **COURSE OF STUDY**  ***(E.g. BBA)*** | **Type of Certificate**  ***(E.g. degree, Diploma)*** | **MAJOR**  ***(E.g. Management, Accounting etc.)*** | | **Month/Year** | **Month/Year** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | **B: SCHOOL OR OTHER FORMAL TRAINING OR EDUCATION (high school, Technical schools or collages for short courses)** | | | | | | |  | **ATTENDED FROM/TO** | | **COURSE OF STUDY**  ***(E.g. BBA)*** | **Type of Certificate**  ***(E.g. degree, Diploma)*** | **MAJOR**  ***(E.g. Management, Accounting etc.)*** | | **COUNTRY** | **Month/Year** | **Month/Year** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | 1. **….…………………………………………………………** 2. **….…………………………………………………………** 3. **….…………………………………………………………** | | | | | | | **D: LIST ANY SIGNIFICANT PUBLICATION YOU MIGHT HAVE WRITTEN** *(Do not attached)* | | | | | | | 1. **.....................................................................................** | | | | | | | 1. **......................................................................................** | | | | | |  * 1. **PROFESSIONAL REFERENCES:** * **If Previously Employed:** Please provide the names and contact details of at least three (3) former supervisors who can serve as references. * **If Not Previously Employed:** If you have not been employed before, please provide the names and contact details of university/college/school lecturers or your internship supervisor who can serve as references.   ***Note****:* Additional references may be requested or contacted as needed.  **REFERENCE # 1**  **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YEARS ACQUAINTED: \_\_\_\_\_\_\_\_\_\_\_**  **RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **TELEPHONE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **REFERENCE # 2**  **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YEARS ACQUAINTED: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **TELEPHONE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **REFERENCE # 3**  **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YEARS ACQUAINTED: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **TELEPHONE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   * 1. **ETHICAL AND CHRATER REFERENCES:**  |  |  |  | | --- | --- | --- | | Please provide the names and contact details of three (3) individuals who:   * Are not related to you. * Are not current AAH-I staff members. * Are familiar with your character, behavior, and qualifications.   *Note:* Do not include the supervisors listed in section 1.3 above. | | | | **Full Name** | **Full address /telephone Number/ email** | **Occupation/Business** | |  |  |  | |  |  |  | |  |  |  |  * 1. **CIVIL SERVICE HISTORY:**   **Have you been a civil servant in the government?** (Please select “Yes” or “No”)   * Yes: \_\_\_\_\_\_ * No: \_\_\_\_\_\_   **If yes, please provide the following details:**   * **Dates of Employment:** * From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Day/Month/Year) * To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Day/Month/Year) * Ending Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Location in South Sudan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Ministry Served In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Has your employment been terminated?** (Please select “Yes” or “No”)   * Yes: \_\_\_\_\_\_ * No: \_\_\_\_\_\_   **If yes, please provide the reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   * 1. **CRIMINAL HISTORY DISCLOSURE:**   Have you ever been arrested, indicted, or summoned to court as a defendant in a criminal proceeding, or have you ever been convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)? **(Please select "Yes" or "No")**   * **Yes: \_\_\_\_\_\_** * **No: \_\_\_\_\_\_**   If you answered "Yes," please provide full details of each case below. (If additional space is needed, attach a separate sheet clearly marked as "1.9")   |  | | --- | |  |  * 1. **SAFEGUARDING AND CODE OF CONDUCT COMPLIANCE:**   The role involves working closely with vulnerable children and adults. Action Africa Help-International (AAH-I) is committed to creating a safe and trustworthy environment for everyone connected to our work. We uphold a zero-tolerance policy towards any form of misconduct, including sexual harassment, exploitation, abuse, and financial misconduct.  Any candidate offered a position with AAH-I is required to uphold and demonstrate our values, adhere to our Safeguarding Policy, and sign our Code of Conduct. As part of the recruitment process, police check or previous workplace background checks may be conducted.  Question: Do you have anything in your personal or professional history that conflicts with Action Africa Help-International's Code of Conduct? (Please select "Yes" or "No")   * Yes: \_\_\_\_\_\_ *If yes, please provide detailed comments on a separate sheet and attach it to your application.* * No: \_\_\_\_\_\_   *Please note:* All declarations will be treated with strict confidentiality. However, non-disclosure of any relevant information that could impact your role may result in the termination of your contract if you are successfully recruited.   * 1. **DATA PROTECTION STATEMENT:**   At Action Africa Help-International (AAH-I), the protection of your personal data is a top priority. By submitting your application, you consent to AAH-I using your information solely for the recruitment process. This includes evaluating your application and identifying the best candidate for the role.  Your data will be handled with the highest level of confidentiality and will be accessible only to those directly involved in the recruitment process. AAH-I will not sell your data under any circumstances.  If you have any questions or requests regarding your data, please contact the Country HR and Administration Coordinator at the AAH-I/UNHCR Logistics Base office in Hai Gabat, Juba.   * 1. **CERTIFICATIONS:**   I understand that neither the completion of this application form nor any other part of my consideration for employment establishes any obligation for Action Africa Help-International (AAH-I) to hire me. If I am hired, I understand that either Action Africa Help-International (AAH-I) or I can terminate my employment in accordance with the terms and conditions laid out in the employment contract, employment policies, and relevant labor laws and regulations of the Republic of South Sudan.  I understand that no representative of Action Africa Help-International (AAH-I) has the authority to make any assurance to the contrary. By signing below, I attest that the information I have provided to Action Africa Help-International (AAH-I) is true and complete. No requested information has been concealed. I authorize Action Africa Help-International (AAH-I) to contact references and conduct any additional inquiries or investigations necessary to verify the information provided during the recruitment process.  If any information I have provided is untrue or if I have concealed information, I understand that this will be grounds for denial of employment or immediate disqualification from the recruitment process. I further understand that if I successfully complete the recruitment process, I may be subject to future background investigations in accordance with my employer's obligations to its funders and/or legal requirements. Refusal to permit a background investigation or failure to pass such an investigation may jeopardize my continued employment and result in dismissal.  Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant’ Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |