

***CONFIDENTIAL*-APPLICATION FORM**

**IMPORTANT INFORMATION - GUIDANCE NOTES ON COMPLETING APPLICATION FORM**

**COMPLETING THE FORM**

Please make sure your application form is well presented.

1. Please type in black ink.
2. **Job Description and competencies** - read these carefully as they list the skills, knowledge, qualifications, and experience required
3. The text box in the “career history” section is expandable. Make a copy of your completed form for your own reference
4. Education and Professional Qualifications – AA is primarily interested in the range and diversity of the educational level you have achieved, as well as whether you have basic numeracy and literacy skills in English, which is the language in which we work.
5. Please do not send in your CV unless specifically asked to. The application form is the only information used for the final short-listing.

**RETURNING THE COMPLETED FORM**

Your completed application form should be returned to the email address **jobs.ghana@actionaid.org**

and should arrive no later than the stated closing date. We are unable to consider late applications.

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.

**CONFIDENTIAL - Application Form**

Please complete clearly and electronically and

send to: **jobs.ghana@actionaid.org**

|  |  |
| --- | --- |
| **Date of Application:** |  |
| **Position Applied for:** |  |

|  |
| --- |
|  |

Where did you see this post advertised?

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Names: |  |

|  |
| --- |
|  |

Male/

Female:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Birth: |  | | | |
| Address: |  | | | |
| Telephone no.: | Home |  | Work (discretion will be used) |  |
| Email address: |  | | | |
| Nationality: |  | | | |

**Qualifications / Training**

Schools, Colleges, University etc.: *If offered a post with ActionAid, you may be required to provide evidence of your qualifications*

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

Other relevant training or short in-service courses:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **From** | **To** | **Details** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please continue a separate sheet if necessary)

**Employment**

Present or most recent employer: (if appropriate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer |  | | | |
| Dates employed | From: |  | To: | Date |
| Supervisor’s Job Title: |  | | | |
| Your Job Title |  | | | |
| Summary of duties |  | | | |
| Current / most recent 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** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
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**Further Information**

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:

|  |
| --- |
| **COMPETENCY 1). Experience and skills in providing administrative support to ensure efficient operation of the office**. |
| **COMPETENCY 2). Proven skills in providing logistical support for workshops/conference and corporate travel management** |
| **COMPETENCY 3). Technical knowledge and experience in managing organisational assets** |
| **COMPETENCY 4). Skills and experience in procurement and utilities management.** |
| **COMPETENCY 5). Proven skills and experience in driving long distances and knowledge of roads signs/ driving regulations in Ghana** |
| **COMPETENCY 6). Demonstrated knowledge and experience giving examples in writing donor** |

**References**

(one should be your current or most recent employer)

In the event of your being offered a position with ActionAid, we shall seek references **covering the full five years preceding your start with us.** 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 two 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 |
| Name |  |  |
| Job Title |  |  |
| Address |  |  |
| Post Code |  |  |
| Telephone no. |  |  |
| Email address |  |  |
| Relevant Dates of Employment with Reference |  |  |

I declare that, to the best of my knowledge, the information on this form is correct

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