Application for Employment

|  |  |
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| Post applied for |  |
| Please state which country(ies) you wish to be based in |  |
| Where did you see this post advertised? (Please be specific) |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title  |  | Surname |  |
| First name(s) |  |
| Address |  |
| City |  | State |  |
| Post code/ZIP code |  | Country |  |
| Email  |  |
| Telephone Number |  |

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| --- | --- |
| Please state which country(ies) you have the right to work in? |  |
| If you have worked with us before, please state when and in what capacity. |  |

**Disclosure of Criminal Convictions**

Have you any current or unspent criminal convictions on your police record? [ ]  **Yes** [ ]  **No**

Please provide details.

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**Qualifications**

Please provide information about qualifications (professional and/or academic) that are relevant to the position you are applying for.

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| Academic Institute | Qualification(s) obtained | Level /Grade | Year obtained |
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**Employment History**

**Current or most recent employment**

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| **Employer:** | **Job Title:**  |
| **Dates of employment:**  | **Location:**  |
| **Nature of employer’s business:**  | **Current salary:** |
| **Notice period:**  | **Reasons for leaving:** |
| **Brief description of duties:**  |

**Previous employment**  Please continue on a separate document if necessary.

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| **Employer 1:**  | **Job Title:**  |
| **Dates of employment:**  | **Location:**  |
| **Nature of employer’s business:**  | **Reasons for leaving:**  |
| **Brief description of duties:**  |
| **Employer 2:**  | **Job Title:**  |
| **Dates of employment:**  | **Location:**  |
| **Nature of employer’s business:**  | **Reasons for leaving:**  |
| **Brief description of duties:**  |
| **Employer 3:**  | **Job Title:**  |
| **Dates of employment:**  | **Location:**  |
| **Nature of employer’s business:**  | **Reasons for leaving:**  |
| **Brief description of duties:**  |
| **Employer 4:**  | **Job Title:**  |
| **Dates of employment:**  | **Location:**  |
| **Nature of employer’s business:**  | **Reasons for leaving:**  |
| **Brief description of duties:**  |
| **Employer 5:**  | **Job Title:**  |
| **Dates of employment:**  | **Location:**  |
| **Nature of employer’s business:**  | **Reasons for leaving:**  |
| **Brief description of duties:**  |
| **Employer 6:**  | **Job Title:**  |
| **Dates of employment:**  | **Location:**  |
| **Nature of employer’s business:**  | **Reasons for leaving:**  |
| **Brief description of duties:**  |

**Periods unaccounted for in employment history (e.g. career breaks, unemployment etc.)**

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| --- | --- | --- |
| Date from (mm/yy) | Date to (mm/yy) | Reason |
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**Skills**

**Languages:** Please specify degree of fluency: Fluent, Good, Fair, Slight Knowledge.

Language Spoken Written Read

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**Computer skills:** Please indicate your skill levels with an ‘X’ in the relevant column.

Software Basic Intermediate Advanced

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**Reasons for Application**

Please demonstratehow you meet the requirements of the person specification by providing details of your experience, skills and knowledge gained in employment, voluntary work or other experience.

We will use the information you provide to decide whether or not to shortlist you for interview.

**Please note - Your supporting statement must be no longer than one of A4.**

**References**

IPPF requires referee information that covers either your last two years of employment or your last two employers if you have been with your current/most recent employer for more than two years.

IPPF is only able to approach referees who are authorised to provide an employment reference for you on behalf of their company/academic institute.

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| --- | --- | --- | --- |
| Referee Name |  | Employer |  |
| Job Title |  | Professional relationship |  |
| Telephone number |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Referee Name |  | Employer |  |
| Job Title |  | Professional relationship |  |
| Telephone number |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Referee Name |  | Employer |  |
| Job Title |  | Professional relationship |  |
| Telephone number |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Referee Name |  | Employer |  |
| Job Title |  | Professional relationship |  |
| Telephone number |  | Email |  |

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| I give IPPF my consent to contact my referees listed above if I am offered the position | [ ]  **Yes**  [ ]  **No** |

**Signature**

Please read the following points before signing below.

1. IPPF is a global service provider of sexual and reproductive health and rights for all. IPPF needs to ensure that you are aware of:
2. IPPF has a goal of universal recognition of a woman’s right to choose and have access to safe abortion.
3. Our work is guided by principles contained in the Code of Good Practice for NGOs Responding to HIV. If successful you will be expected to work within these guidelines.

**I confirm I have read and understood the above.** **[ ]  Yes** **[ ]  No**

1. All successful candidates will be required to produce original documentation to prove their eligibility to work in the UK.
2. By communicating the information on this form to IPPF by means of electronic communication, I hereby indicate that I intend the information on this form to be taken as bearing my signed name or signature as evidence of my intention to be bound by the form and evidence of my assertion of the veracity of the information I have provided on this form.
3. **In sending us your application form you:**
4. **confirm that the information in your application is true, complete and to the best of your knowledge it is correct. If we appoint you and later find that you have given incorrect information or deliberately left information out, we may consider this a disciplinary matter for which the outcome could be dismissal.**
5. **agree that IPPF may process the personal data for all employment related purposes in accordance with the Data Protection Act 1998.**

|  |  |  |
| --- | --- | --- |
| Signature |  | To return this form to jobs@ippf.org |
|  |  |
| Date |  |

Thank you for completing the application form.