

Candidate No.  
IPPF Office Use Only

## **IMPORTANT GUIDELINES FOR COMPLETING THE APPLICATION FORM – PLEASE READ CAREFULLY**

IPPF is an equal opportunities employer and appoints on merit by open competition. We are a multi-national, multi-cultural, multi-racial, multi-lingual, intergenerational, diverse and feminist workplace and passionate about encouraging applications from marginalised groups and people with lived experience of the communities and people we serve.

We invite you to complete your application in English, Arabic, French or Spanish. The language(s) required for this role are included in the job description.

### **Purpose of the Application Form**

We would like to understand your interest in the role you are applying for and how your skills and experiences, in all their forms, contribute to you being an appropriate candidate. Your application is an essential part of the selection process at IPPF. The information you provide and the passion of your response are likely to have a significant impact on being short-listed for an interview.

### **How to complete your application:**

Please complete the application form in black ink or electronically.

- If completing the application by hand, you can scan and send the complete, signed document and any attachments to us by e-mail.
- If you are filling out the form electronically, please download the form, complete it and save it. You can directly send the soft copy to the e-mail address given in the advert. In doing so, it will be presumed the information you have provided is true and complete.
- We keep this form as streamlined as possible and invite you to attach a brief typed CV/RESUME (no more than 2 pages please) to provide additional, relevant information about your background, experiences and achievements if you wish.

### **Safe Recruitment:**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults who we are here to serve. Creating a safe work environment that operates with integrity is super important to us and we stand strong on our values, code of conduct and employment principles to ensure a positive culture and environment free from all forms of unacceptable behaviour including bullying, harassment, misuse of power, victimisation, sexual harassment, racism and financial wrongdoing.

We take our responsibilities for Safe Recruitment seriously and with this in mind; we do ask about criminal convictions and we will undertake relevant formal checks before any offer of employment is made. We would like to reassure you that we ask for your permission before Safe Recruitment pre-employment checks are carried out.

We understand the lived experience and activist nature of our work will mean that applicants may have experienced convictions because of who they are or what they stand for in the context of where they live or where they come from. We do not see this as a barrier to applying for employment with IPPF.

### **Confidentiality and use of Data:**

The information collected in this form is necessary and relevant for your application to work with IPPF. We will treat all personal information with the utmost confidentiality and in line with General Data Protection Regulations (GDPR).

Should you be successful in your application, the information you provide here and during the recruitment and selection process will be subsequently used for the administration of your employment. If your application is unsuccessful in employment, your details will be deleted from our system.

**Next Steps:** If your application is shortlisted, you will be invited for an interview and details will be provided about what to expect.

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**EMPLOYMENT APPLICATION FORM**

<b>Position Applied For</b>	
<b>Location of Position from the Job Description, or if Global, where you would prefer to be located</b>	

**PERSONAL INFORMATION**

<b>Name (you like to be known by)</b>	
<b>Full Name</b>	
<b>Preferred Pronoun (if you wish to provide - She/He/They/Other)</b>	
<b>Current Country of Residence Permanent Country of Residence (if different)</b>	
<b>Nationalities (please identify the countries that you have a passport for or you are a citizen of)</b>	
<b>Mobile Number (with country code)</b>	
<b>If we contact you on your mobile, when is the best time to call or would you prefer a text?</b>	
<b>E-mail address</b>	
<b>Do you require a work permit to work in the country where the role is located (Yes / No)</b>	
<b>If you have worked with IPPF before, please say when, where and in what capacity.</b>	

**PERSONAL STATEMENT: IN YOUR OWN VOICE TELL US WHY YOU ARE INTERESTED IN THIS ROLE AND WHAT SKILLS, EXPERIENCES AND ACHIEVEMENTS YOU WOULD BRING TO MEET THE REQUIREMENTS OF THE ROLE.**

500 words maximum (The box expands to fit your text)

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**Summary of Employment - add additional rows if needed.**

Name & address of Employer	Start Date	End Date	Position	Location	Reason for Leaving

You may attach a brief CV/RESUME with more details about your roles, responsibilities, achievements and experiences if you wish (no more than 2 pages please).

**Summary of Other Experiences** - Please share any other experiences you have had outside of formal employment which you feel have contributed to building relevant skills for this role. This is to build a better picture of you as a person and understand any gaps in employment, if relevant.

Experience (eg: caring/self-care/parenting/learning/volunteering/casual work/travelling/activism)	Dates

*(Please add additional rows to the table if required)*

**Qualifications/Training you have that are relevant for the role you are applying for, based on the Job Description and Skills/Expertise required.** (Please add additional rows to the table if required).

Qualification or Training completed	Date Completed

**Languages: (Level 1: Basic Level II: Business Proficient Level III – Fluent (DEFINED RELEVANT TO REGION)).**

Language	Speaking	Reading	Writing	Listening

*(Please add additional rows if required)*

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**References:** Any offer of employment will be subject to receipt of satisfactory references.

Please provide 3 references of people who will be able to provide feedback relating to your work, skills and suitability for the post applied. For those coming from employment, one reference should be from HR or your line/reporting manager from your current/most recent employer. References will be kept confidential and referees will not be contacted without your permission. Depending on your career stage, a reference may be from a Teacher/Academic Supervisor.

Name and Position	Organisation & Address	Contact Details	Professional Relationship

**Criminal Record Declaration:** As explained in the guidelines, our recruitment process includes checks which may identify criminal convictions. If you would like to self-declare here, we invite you to do so.

	YES	NO
Have you been convicted by a court for any criminal offence and/or sentenced to imprisonment?		
Are any criminal proceedings pending against you before a court?		
If the answer for either/both of the above is 'YES' please provide comments if you wish. Alternatively, we are happy to discuss during the recruitment process if you are short-listed.		

Please let us know if you require any special arrangements or reasonable adjustments for the interview.  
If you do, please provide the details below:

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#### DECLARATION

I confirm that the information given on this form and in any CV/RESUME attached is true and complete. I understand that any false statement may be sufficient cause for disqualification of my application, my appointment being withdrawn or, if employed, to my dismissal.

Name	
Signature	
Date	

Please send your completed application to the email address mentioned in the vacancy advertisement.