

**APPLICATION FORM - CONFIDENTIAL**

**Please read the appropriate Job Announcement (including the “Key Competencies” section) before applying.**

Please answer all questions, and do not attach a CV.

**Please return the completed via jobs page on our website:** [**https://www.business-humanrights.org/work-with-us**](https://www.business-humanrights.org/work-with-us)

**Personal details**

|  |
| --- |
| Surname: |
| Forename(s): |
| Home address: |
| Telephone – home: |
| Telephone – work: |
| May we contact you at work by telephone? |
| If we need to telephone you about this recruitment, what phone number(s) should we use? |
| Email address: |
| May we contact you via this e-mail address? |

**General information**

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| Present nationality: |
| Nationality at birth: |
| Do you have the right to work in the country where this position will be based (see job advert)? Please tell us which country. |
| If you are shortlisted, will you be available for an interview on the date(s) listed in the job advert? |
| If appointed, when would you be able to start? |
| Where did you first learn about this job? |
| Do you have any criminal convictions? A conviction will not necessarily exclude you from this post, but will be taken into consideration when assessing your suitability for this position. |

**Languages**

Please indicate level (Fluent, very good, good, intermediate, basic). Start with first language (“mother tongue”).

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| --- | --- | --- | --- | --- |
| **Language** | **read** | **write** | **Understand** | **speak** |
|  |  |  |  |  |

**Present or most recent employer**

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| --- |
| Employer’s name & address: |
| Date of commencement: |
| Date of completion (if employment has finished): |
| Salary: |
| Number of work hours per week: |
| Period of notice required: |
| Post held: |
| Reason for leaving or considering leaving: |
| Please give a brief description of your duties and responsibilities: |

**Previous employment & work experience** (most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date started  (month/  year) | Date finished  (month/  year) | Name & address of employer | Job title & brief description of your responsibilities | Pay and reason for leaving |
|  |  |  |  |  |

**Please explain any gaps in employment history:**

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**Education and training** (most recent first)

Please give details of educational institutions and courses you have attended and (if applicable) qualifications gained. Include specialist in-house training, short courses, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date started | Date finished | Name & address of institution | Details of course attended | Qualification gained (if any) |
|  |  |  |  |  |

**References**

Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. The first should be your present (or most recent) employer. The second should be a referee who is able to comment on your work abilities.

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| Name: | Name: |
| Address: | Address: |
| Position & organization/employer: | Position & organization/employer: |
| Telephone number: | Telephone number: |
| Email address: | E-mail address: |
| May we contact this referee prior to the interview? | May we contact this referee prior to the interview? |

**Personal statement**

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| Please use this section to explain why you believe you are a suitable candidate for this post, in particular how you meet its requirements and the experience you have that is relevant. Please give examples of particular achievements. Before completing this section, please read carefully the Job Announcement for this post, including the “Key Competencies” section. Continue on a separate page if necessary. |
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| IN THE SIGNATURE SPACE BELOW, PLEASE TYPE YOUR NAME.  I confirm that the details in this form and any other information relating to my formal application are correct.  Signature of applicant: Date: |