Application for Employment

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| Post applied for | **Regional** **Movement Supporter (Africa), SheDecides** | |
| Where did you see the post advertised?  (Please be specific) | |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | | |
| First names |  | | |
| Address |  | | |
| City |  | Country |  |
| Post code/ZIP code |  | Daytime telephone number |  |
| Email |  | | |

Do you require a work permit for **South Africa**? Yes  No

|  |  |  |
| --- | --- | --- |
| If yes, please provide details |  | |
| If you have worked with us before, please state when and in what capacity. | |  |

**Education and Training**

**Education and qualifications:** Please start with the most recent, including any current studies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/College/University | From/To | Qualifications obtained | Level /  Grade | Year obtained |
|  |  |  |  |  |
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**Training courses attended:** Include any job training, as well as formal training, that is relevant to the job for which you are applying.

Course title or description Year

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**Membership of Professional or Statutory Bodies**

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| --- | --- |
| Name of Body |  |

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| --- | --- | --- | --- | --- | --- |
| 1st Registration date |  | Registration No. |  | Renewal date |  |

**Employment History**

**Current or most recent employment**

|  |  |
| --- | --- |
| **Employer 1 (current or most recent):** | **Job Title:** |
| **Dates of employment:** | **Location:** |
| **Nature of employer’s business:** | **Current salary:** |
| **Notice period needed:** | **Reasons for leaving:** |
| **Brief description of duties:** | |

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

|  |  |
| --- | --- |
| **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:** | |
| **Employer 7:** | **Job Title:** |
| **Dates of employment:** | **Location:** |
| **Nature of employer’s business:** | **Reasons for leaving:** |
| **Brief description of duties:** | |

**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 Job Description by providing details of your experience, skills and knowledge gained in employment, voluntary work or other experiences.

We will use the information you provide to decide whether to shortlist you for interview.

**Please note - Your statement should be written in this form and not as a separate document, and must be no longer than two sides of A4 in Arial font, size 12.**

*Please start your statement here*:

**Vision for SheDecides**

Please provide a brief statement of what the **role** and **added value** of SheDecides could be in your Region. In doing so, please include which countries you would prioritize and why.

We will use the information you provide to decide whether to shortlist you for interview.

**Please note - Your statement should be written in this form and not as a separate document, and must be no longer than the space on this page, in Arial font, size 12.**

*Please start your statement here*:

**References**

Please give the names of two people who are able to provide references relating to your work experience and to your suitability for the post applied. One referee must be your current or most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Employer name |  |
| Job title |  | Postal address |  |
| Professional relationship |  | City |  |
| Telephone number |  | Country |  |
| Email |  | Postal code/ZIP code |  |

**May we contact this referee following an offer of appointment?  Yes  No**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Employer name |  |
| Job title |  | Postal address |  |
| Professional relationship |  | City |  |
| Telephone number |  | Country |  |
| Email |  | Postal code/ZIP code |  |

**May we contact this referee following an offer of appointment?  Yes  No**

**Disclosure of Criminal Convictions**

Have you any unspent convictions?

(Declaration subject to the Rehabilitation of Offenders Act 1974)  **Yes**  **No**

Please provide details.

|  |
| --- |
|  |

**Signature**

Please read the following points before signing below.

1. By communicating the information on this form to **Sonke** 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.
2. In sending us your application form you:
3. 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.
4. agree that **Sonke** may process the personal data for all employment related purposes.

|  |  |  |
| --- | --- | --- |
| Signature |  |  |
|  |  |
| Date |  |

Thank you for completing the application form. Please return via **email to:** hiring@genderjustice.org.za