

Photo

**RELIEF INTERNATIONAL**

**Job Application Form**

*Please fill in carefully the answers in the blue cells and send us the application form along with your CV.*

**1. Vacancy details**

|  |  |  |  |
| --- | --- | --- | --- |
| *Job applied for* | *Please fill in* | *Vacancy Number* | *Please fill in* |

**2. Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| *First Name* |  | *Last Name* |  |
| *Father’s name* |  | *Gender*  |  |
| *Date of birth* |  | *Place of birth* |  |
| *Nationality* |  | *Passport/Tazkera#* |  |
| *Marital status* |  | *No of children* |  |
| *Email* |  | *Phone number* |  |
| *Driving license* |  Yes [ ]  No[ ]  | *Blood Group* |  |

|  |
| --- |
| *Current Address* |
| *House #* |  | *Street #* |  |
| *City* |  | *District* |  |
| *Province* |  | *Country* |  |

**3. Work experience:** *Please fill in with full details chronologically starting by the most recent achievement*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Duration* | *Job title* | *Organization* | *Location (City/Country)* | *Reason for leaving* |
| *From* | *To* |
|  |  |  |  |  |  |
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**4. Education:** *Please fill in with full details chronologically starting by the most recent achievement*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Degree or qualification* | *Field of study* | *University/School* | *Location (City/Country)* | *Years of study* | *Completed* |
|  |  |  |  | *From* | *To* | *Yes* | *No* |
|  |  |  |  |  |  |[ ] [ ]
|  |  |  |  |  |  |[ ] [ ]
|  |  |  |  |  |  |[ ] [ ]
|  |  |  |  |  |  |[ ] [ ]

**5. Trainings/Workshops:** *Please fill in with full details chronologically starting by the most recent achievement*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Certificate obtained* | *Training topic* | *Institution/ Organization* | *Location (City/Country)* | *Training duration* |
| *From* | *To* |
|  |  |  |  |  |  |
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**6. Language Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| *Languages* | *Speak* | *Read* | *Write* |
|  | *Fluent* | *Good* | *Fair* | *Fluent* | *Good* | *Fair* | *Fluent* | *Good* | *Fair* |
| English |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Dari |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Pashto |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| *Please fill in* |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| *Please fill in* |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**7. Computer skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Software* | *Excellent* | *Very good* | *Good* | *Fair* | *Weak* |
| Word |[ ] [ ] [ ] [ ] [ ]
| Excel |[ ] [ ] [ ] [ ] [ ]
| Power Point |[ ] [ ] [ ] [ ] [ ]

**8. Relatives check:** *Is any of your relatives working for RI? NO* [ ]   *YES* [ ]

*If YES, please provide details below, (Immediate family relationships currently employed by Relief International Office, such as spouse, parent, child, sibling, niece, nephew or in-law is mentioned in RI Conflict of Interest policy).*

|  |  |  |  |
| --- | --- | --- | --- |
| *First name* | *Last name* | *Relationship* | *Position title & Location* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**9. References check:**

*Please list three persons as reference with whom you worked during your past and present experiences. At least 2 of them should have been your supervisor*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Full Name* | *Current Position title*  | *Organization* | *Professional email* | *Phone number* |
|  |  |  |  |  |
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|  |  |  |  |  |

*I certify that the above information made by me are true and complete.*

*Date:* *DD/MM/YYYY* *Signature:* *First name / Last name*