**SCI Job Application Form**

**Information given will be treated as confidential**.

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| --- | --- | --- | --- |
| **Application for (position)** |  | **Vacancy Number** |  |
| **Personal History** |
| **Full Name**  |  | **Father Name**  |  | **Sex** |  |
| **Date and Place of Birth Information** |
| **Date** | **Province** | **District** | **Village** |
| **\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_** |  |  |  |
| **Present and permanent Address** |
| **Province** | **District** | **Village** | **Contact number** | **Email address** |
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| **Province** | **District** | **Village** | **Contact number** | **Email address** |
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|  |
| **Education History (recent first; also, please avoid mentioning incomplete qualification)** |
| **School/University** | **From**  | **Year** | **Completed Qualification Description****(as MSc, MA, MD, BSc, BA, BBA, High School etc)** | **Specialization** |
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| **Any professional skills training, workshops, courses attended (recent first; completed courses only)** |
| **Institute/Organization** | **From year** | **To Year** | **Subject/Topic** | **Location** |
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| **Computer skills (provide details below)** |
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| **Language Proficiency** |
| **Language** | **Understand** | **Speak** | **Read** | **Write** |
|  | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** |
|  | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** |
|  | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** |
|  | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** | **○ Fluent****○ Fair****○ Not Easily** |
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| **Working Experience (start from recent one)** |
| **Position** | **Organization** | **Location** | **Period** | **Direct Line Supervisor (Name and Position)** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Main Responsibilities/ Duties** | **Major Achievements** |
|  |  |
| **Reasons for Leaving** |  |
| **Position** | **Organization** | **Location** | **Period** | **Direct Line Supervisor (Name and Position)** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Main Responsibilities/ Duties** | **Major Achievements** |
|  |  |
| **Reasons for Leaving** |  |
| **Position** | **Organization** | **Location** | **Period** | **Direct Line Supervisor (Name and Position)** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Main Responsibilities/ Duties** | **Major Achievements** |
|  |  |
| **Reasons for Leaving** |  |
| **Position** | **Organization** | **Location** | **Period** | **Direct Line Supervisor (Name and Position)** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Main Responsibilities/ Duties** | **Major Achievements** |
|  |  |
| **Reasons for Leaving** |  |
| **Position** | **Organization** | **Location** | **Period** | **Direct Line Supervisor (Name and Position)** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Main Responsibilities/ Duties** | **Major Achievements** |
|  |  |
| **Reasons for Leaving** |  |
| **Statements** |
| **Do you have any relative currently working with SCI?** | **Yes****No** |  | **If yes, please write his/her Name and Designation=>** |  |
|  |
| **Do you have any Idea about Child Safeguarding?** | **Yes****No** |  | **If yes, please write your Idea=>** |  |
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| **Provide three references by filling out the following table, who are well familiar with your character, qualifications, personal traits and capabilities at work, whom we may contact as and whenever so required (keep in mind they should not be your blood relatives):** |
| **Name** | **Organization** | **Position** | **Phone No** | **Email** |
|  |  |  |  |  |
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| **Why you are interested in working for Save the Children:**  |
| **I do hereby certify that the information provided here on this form are true, complete and correct to the best of my knowledge. I also understand that any misrepresentation or false information provided on this application form or any other document(s) submitted to Save the Children International renders me to immediate dismissal.****Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |