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|  | **Please attach your**  **recent photo** |

**Application Form**

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| INSTRUCTIONS  The first step towards a successful application is filling this form clearly, completely and honestly and complying with the application methodology cntained in the Vacancy announcement. TYPE OR PRINT IN INK. |

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| 1. | POSITION APPLIED FOR: JOB TITLE and JOB Code: |
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|  | PERSONAL DATA | | | | | | | | | | | |
| 2. |  | | | 3. |  | | | | 4. |  | | |
|  | Family Name | | | | First & Middle Name | | | | | Maiden Name, if any | | |
| 5. |  | 6. |  | | | | 7. |  | | | 8. |  |
|  | Date of Birth (dd/mm/yyyy) |  | City and Country of Birth | | | |  | Marital Status | | |  | Gender |
| 9. |  | | | 10. | |  | | | 11. |  | | |
|  | Nationality at Birth | | |  | | Present Nationality | | |  | Second Nationality, if any | | |
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|  | CONTACT INFORMATION | | |
| 12. |  | 13. |  |
|  | Permanent Address (Full Residential Address, Street, City, Country) |  | Current Home Telephone No. |
| 14. |  | 15. |  |
|  | Present Address (Full work or residential address, Street, City, Country) |  | Work Telephone No. |
| 16. |  | 17. |  |
|  | E-Mail Address |  | Mobile Telephone No. |
|  | | | |

| 18. | EDUCATION - Give exact names of institutions and titles of degrees above secondary school, as they appear in the diploma(s). Please do not translate or equate to other degrees. Please attach copies of the degrees and academic distinctions quoted below. | | | | |
| --- | --- | --- | --- | --- | --- |
| Month/Year attended | | | Degrees and Academic Distinctions | Main Course of Study | Name, Place and Country |
| from | | to |
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| Please indicate if any of the studies specified above was not finished or is in progress and give reasons for any overlaps of study periods. If you wish, provide any other information regarding your education that you consider relevant: | | | | | |
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| 19. | EMPLOYMENT RECORD - Starting with your most recent post, list in reverse order every appointment you have had. Use a separate block for each post. Note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. |

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| From (mm/yyyy) | To (mm/yyyy) | Total | | | Exact title of your post: | |  | | |
| Year(s) | Month(s) | |
|  |  |  |  | | Type of business: | |  | | |
| Name, address and phone number of employer: | | | |  | | | | | |
| Name and title of supervisor: | | | |  | | | | | |
| Have you any objections to our making enquiries of your employer? | | | | | |  | | | |
| Number and kind of employees supervised by you: | | | |  | | | | Reason for leaving: |  |
| Total annual net income (after deduction of tax): | | | |  | | | | | |
| DESCRIPTION OF YOUR DUTIES: | | | | | | | | | |
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| From (mm/yyyy) | To (mm/yyyy) | Total | | | Exact title of your post: | |  | | |
| Year(s) | Month(s) | |
|  |  |  |  | | Type of business: | |  | | |
| Name, address and phone number of employer: | | | |  | | | | | |
| Name and title of supervisor: | | | |  | | | | | |
| Have you any objections to our making enquiries of your employer? | | | | | |  | | | |
| Number and kind of employees supervised by you: | | | |  | | | | Reason for leaving: |  |
| Total annual net income (after deduction of tax): | | | |  | | | | | |
| DESCRIPTION OF YOUR DUTIES: | | | | | | | | | |
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| From (mm/yyyy) | To (mm/yyyy) | Total | | | Exact title of your post: | |  | | |
| Year(s) | Month(s) | |
|  |  |  |  | | Type of business: | |  | | |
| Name, address and phone number of employer: | | | |  | | | | | |
| Name and title of supervisor: | | | |  | | | | | |
| Have you any objections to our making enquiries of your employer? | | | | | |  | | | |
| Number and kind of employees supervised by you: | | | |  | | | | Reason for leaving: |  |
| Total annual net income (after deduction of tax): | | | |  | | | | | |
| DESCRIPTION OF YOUR DUTIES: | | | | | | | | | |
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| From (mm/yyyy) | To (mm/yyyy) | Total | | | Exact title of your post: | |  | | |
| Year(s) | Month(s) | |
|  |  |  |  | | Type of business: | |  | | |
| Name, address and phone number of employer: | | | |  | | | | | |
| Name and title of supervisor: | | | |  | | | | | |
| Have you any objections to our making enquiries of your employer? | | | | | |  | | | |
| Number and kind of employees supervised by you: | | | |  | | | | Reason for leaving: |  |
| Total annual net income (after deduction of tax): | | | |  | | | | | |
| DESCRIPTION OF YOUR DUTIES: | | | | | | | | | |
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| From (mm/yyyy) | To (mm/yyyy) | Total | | | Exact title of your post: | |  | | |
| Year(s) | Month(s) | |
|  |  |  |  | | Type of business: | |  | | |
| Name, address and phone number of employer: | | | |  | | | | | |
| Name and title of supervisor: | | | |  | | | | | |
| Have you any objections to our making enquiries of your employer? | | | | | |  | | | |
| Number and kind of employees supervised by you: | | | |  | | | | Reason for leaving: |  |
| Total annual net income (after deduction of tax): | | | |  | | | | | |
| DESCRIPTION OF YOUR DUTIES: | | | | | | | | | |
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| From (mm/yyyy) | To (mm/yyyy) | Total | | | Exact title of your post: | |  | | |
| Year(s) | Month(s) | |
|  |  |  |  | | Type of business: | |  | | |
| Name, address and phone number of employer: | | | |  | | | | | |
| Name and title of supervisor: | | | |  | | | | | |
| Have you any objections to our making enquiries of your employer? | | | | | |  | | | |
| Number and kind of employees supervised by you: | | | |  | | | | Reason for leaving: |  |
| Total annual net income (after deduction of tax): | | | |  | | | | | |
| DESCRIPTION OF YOUR DUTIES: | | | | | | | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From (mm/yyyy) | To (mm/yyyy) | Total | | | Exact title of your post: | |  | | |
| Year(s) | Month(s) | |
|  |  |  |  | | Type of business: | |  | | |
| Name, address and phone number of employer: | | | |  | | | | | |
| Name and title of supervisor: | | | |  | | | | | |
| Have you any objections to our making enquiries of your employer? | | | | | |  | | | |
| Number and kind of employees supervised by you: | | | |  | | | | Reason for leaving: |  |
| Total annual net income (after deduction of tax): | | | |  | | | | | |
| DESCRIPTION OF YOUR DUTIES: | | | | | | | | | |
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| 20. | If you have had more jobs, please describe them below. Please indicate the total number of years and months of each employment. |
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| 21. | DEPENDENTS - If you have dependents give the following information: | | | | |
| --- | --- | --- | --- | --- | --- |
| Name | | Date of Birth (DD/M/YR) | Relationship | Age | Status (studying, working, etc.) |
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| If you wish, provide any other information regarding your dependants that you consider relevant: | | | | | |
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| 22. | KNOWLEDGE OF LANGUAGES: | | | | |
| What is your mother tongue? | |  | | | |
| Please specify other languages you understand and indicate your level of knowledge by using the following keys: LIMITED (LIM) = Limited conversation, reading of newspapers, routine correspondence. WORKING KNOWLEDGE (WK) = Engage freely in discussions, read and write more complex material. FLUENT (FL) = Speak, read and write nearly as well as mother tongue. | | | | | |
|  | | | | | |
| No. | Language | | Speak | Read | Write |
| 1. |  | |  |  |  |
| 2. |  | |  |  |  |
| 3. |  | |  |  |  |
| 4. |  | |  |  |  |
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| 23. | PUBLICATIONS (where applicable) List any significant publications you have written. |
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| 24. | COMPUTER SKILLS | |
| Please indicate and comment on your computer knowledge in the areas listed below. When indicating your level of knowledge, use the following keys: FAIR = limited experience. WORKING KNOWLEDGE = regular use of the software and ability to apply it to meet the requirements of the job. PROFICIENT = advanced user; able to perform complex tasks. If you have no knowledge of any area, leave the corresponding field blank. | | |
| Word Processing: | |  |
|  | | |
| Spreadsheets: | |  |
|  | | |
| Presentation/Desktop publishing: | |  |
|  | | |
| Databases: | |  |
|  | | |
| Internet: | |  |
|  | | |
| E-Mail/Communication: | |  |
|  | | |
| Programming: | |  |
|  | | |
| Other software: | |  |
|  | | |
| Computer hardware/Special equipment: | |  |
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| 26. | List membership in professional societies and activities in civic, public or international affairs. |
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| 27. | MISCELLANEOUS | |
| Have you taken up legal permanent residence status in any country other than that of your nationality? | |  |
| Have you taken any legal steps towards changing your present nationality? | |  |
| If the answer to either question is yes, give reasons: | | |
|  | | |
| **Have you ever been arrested, indicted or summoned into a court of law as a defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?** | | |
|  | | |
| If yes, give full particulars of each case in an attached statement. | | |
|  | | |
| State any other relevant facts. Include information regarding any residence outside the country of your nationality. | | |
|  | | |
| Where did you learn about job opportunities at APPO? | | |
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| 28. | WORK CONDITIONS | | | |
| Have you previously worked for APPO? | | |  | |
|  | If so, when? | |  | |
| Have you previously submitted an application for employment with APPO? | | | |  |
|  | If so, when and for which position? |  | | |
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| 29. | Do you know anyone working in APPO? | |  |
|  | If the answer is yes, give the following information: | | |
| Name | | Position | Relationship |
|  | |  |  |
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| 30. | REFERENCES - List up to three persons, not related to you, who are familiar with your character and qualifications. | | |
| --- | --- | --- | --- |
| Full name | | Full address, phone number and e-mail address | Business or occupation |
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| 31. | IMPORTANT - Please provide any other information that you consider important for the evaluation of your application: |
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| 32. I certify that the information provided by me in this application form is true, complete and correct to the best of my knowledge and belief. Furthermore, I consent to the data being stored and processed in line with the APPO Data Protection Policy. | | | | | | |
|  | Date: |  |  | Signature: |  |  |
|  | | | | | | |

