**EMPLOYMENT APPLICATION FORM**

**GUIDELINES FOR FILLING THE APPLICATION FORM**

Please complete the application form in black ink or electronically. If completing the application by hand, please scan and send the complete and signed document to us by e-mail. If you are filling the form electronically, you can directly e-mail the soft copy to the e-mail address given in the advert. In doing so, it will be presumed that information you have provided is true and complete. If you are invited to attend the interview process you will be asked to sign the declaration page of your application on your arrival.

IPPF is an equal opportunities employer and appoints on merit by open competition.

This form comprises an essential part of the selection process at IPPF. The information you provide and the quality of your response is likely to have a significant impact on your being short-listed for the interview process. Hence, please ensure that you fill the application form in as much detail as possible. You may also choose to attach your CV but any other additional material will not be accepted.

Please ensure that the information provided by you in this form is complete, correct and accurate. Any false statement or omission may render you liable to action, which may include disqualification of your application. In case you are offered employment or are appointed, this may also lead to your appointment being withdrawn or to your dismissal.

We appreciate concise information and hence, limited space is provided for the information to be provided. However, if needed, please expand the tables and use additional sheets to include additional information if required.

If your application is shortlisted, you will be invited for the interview process.

**Safe Recruitment**

**Safeguarding people from harm**

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to its organisational values, code of conduct and employment principles in promoting a positive wok place culture and environment which is free from all forms of unacceptable behaviour, including (but not limited to) bullying, harassment, misuse of power, victimisation and sexual harassment. IPPF expects all employees, volunteers, contractors and partners to share these commitments.

By collecting the information requested below, we are able to reduce the likelihood of harm happening to anyone that comes into contact with IPPF, including our staff and people who access IPPF SRHR services. If you are shortlisted for this position, IPPF may request appropriate police checks and at least two professional employment references. It will investigate gaps in employment history, and verify academic references based on the information provided in this form.

Kindly note that IPPF will disclose any misconduct in references, where this is specifically requested and where possible legally in the relevant location.

|  |  |
| --- | --- |
| **Position Applied For** |  |

PERSONAL INFORMATION

|  |  |
| --- | --- |
| **Title (Mr. / Ms. / Mrs. / Dr. etc.)** |  |
| **Name** |  |
| **Preferred Pronouns (He/She/They)** |  |
| **Date of Birth** |  |
| **Present Residence Address** |  |
| **Permanent Residence Address** |  |
| **Contact Numbers (with country code)** |  |
| **E-mail id** |  |
| **Nationality** |  |
| **Do you require a work permit to work in India/Malaysia? (Yes / No)** |  |
| **If you have worked with IPPF before, please state when and in what capacity.** |  |
| **If you have been interviewed by IPPF please provide name of the position interviewed for.** |  |
| **If selected, how long would you need to join?** |  |
| **Mention your total number of years of experience.** |  |

EDUCATION INFORMATION

**(From most recent upto class 10)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Degree/**  **Diploma/**  **Certificate** | **Year of Completion** | **Name of School/**  **College/ University/ Board/**  **Institute** | **CGPA/ Division/**  **Marks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*(Please add additional rows to the table if required)*

WORK EXPERIENCE

**(Please start from the current / most recent assignment)**

**Employment 1 (current / most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Period From (mm/yy)** |  | **Employment Period To (mm/yy)** |  |
| **Organisation** |  | **Designation** |  |
| **Reporting to**  **(Designation)** |  | **Reason for leaving / seeking change** |  |
| **Brief Description of Responsibilities & Achievements:** | | | |
|  | | | |

**Employment 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Period From (mm/yy)** |  | **Employment Period To (mm/yy)** |  |
| **Organisation** |  | **Designation** |  |
| **Reporting to**  **(Designation)** |  | **Reason for leaving / seeking change** |  |
| **Brief Description of Responsibilities & Achievements:** | | | |
|  | | | |

**Employment 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Period From (mm/yy)** |  | **Employment Period To (mm/yy)** |  |
| **Organisation** |  | **Designation** |  |
| **Reporting to**  **(Designation)** |  | **Reason for leaving / seeking change** |  |
| **Brief Description of Responsibilities & Achievements:** | | | |
|  | | | |

**Employment 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Period From (mm/yy)** |  | **Employment Period To (mm/yy)** |  |
| **Organisation** |  | **Designation** |  |
| **Reporting to**  **(Designation)** |  | **Reason for leaving / seeking change** |  |
| **Brief Description of Responsibilities & Achievements:** | | | |
|  | | | |

**Employment 5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Period From (mm/yy)** |  | **Employment Period To (mm/yy)** |  |
| **Organisation** |  | **Designation** |  |
| **Reporting to**  **(Designation)** |  | **Reason for leaving / seeking change** |  |
| **Brief Description of Responsibilities & Achievements:** | | | |
|  | | | |

**Employment 6**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Period From (mm/yy)** |  | **Employment Period To (mm/yy)** |  |
| **Organisation** |  | **Designation** |  |
| **Reporting to**  **(Designation)** |  | **Reason for leaving / seeking change** |  |
| **Brief Description of Responsibilities & Achievements:** | | | |
|  | | | |

*(Please use additional sheets if required)*

OTHER INFORMATION

**Periods unaccounted for/Gaps in employment history (e.g. career breaks, unemployment etc.)**

|  |  |  |
| --- | --- | --- |
| Date from (mm/yy) | Date to (mm/yy) | Reason |
|  |  |  |
|  |  |  |
|  |  |  |

*(Please add additional rows to the table if required)*

**Training Exposure (including technical and soft skill trainings)**

|  |  |  |
| --- | --- | --- |
| **Nature of Training** | **Organizing Agency** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*(Please add additional rows to the table if required)*

**Computer Skills:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Software** | **Basic** | **Intermediate** | **Advanced** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(Please add additional rows to the table if required)*

**Languages known:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(*Level I – Limited Knowledge; Level II – Good Working Knowledge; Level III – Expertise)*** | | | | |
|  | **Speak** | **Read** | **Write** | **Understand** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*(Please add additional rows to the table if required)*

**Publications:**

|  |
| --- |
|  |

*(Please expand the box if required)*

**Hobbies & Interests:**

|  |
| --- |
|  |

*(Please expand the box if required)*

**Past Criminal Record Declaration:**

Our recruitment process includes checks which may identify criminal convictions. Not all convictions declared or identified will lead to the rejection of a candidate from the recruitment progress. These are considered on a case-by-case basis.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **Have you at any time been convicted by a court for any criminal offence and/or sentenced to imprisonment?** |  |  |
| **Are any criminal proceedings pending against you before a court** |  |  |
| **If the answer for any of the above is ‘YES’ please provide details:** | | |

*(use additional sheets if required)*

STATEMENT OF SUITABILITY

**Please fill below a brief note not exceeding 500 words setting out evidence of your relevant skills and experience which according to you make you suitable for the post applied for.**

|  |
| --- |
|  |

**REFERENCES**

**Please provide 3 professional references of people who can provide feedback relating to your work experience and to your suitability for the post applied. One reference of your HR/line/reporting manager from your current or most recent employer / contracting agency is mandatory. References will be kept confidential, and referees will not be contacted without your permission until after an offer of offer of appointment is made.**

**Reference 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **E-mail id** |  |
| **Designation** |  | **Telephone Number** |  |
| **Organisation** |  | **Address** |  |
| **Professional relationship and duration of direct association:** | |  | |

**Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **E-mail id** |  |
| **Designation** |  | **Telephone Number** |  |
| **Organisation** |  | **Address** |  |
| **Professional relationship and duration of direct association:** | |  | |

**Reference 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **E-mail id** |  |
| **Designation** |  | **Telephone Number** |  |
| **Organisation** |  | **Address** |  |
| **Professional relationship and duration of direct association:** | |  | |

DECLARATION

**I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Place** |  |
| **Date** |  |

**Please send your completed application to the email address mentioned in the vacancy advertisement.**