**JOB APPLICATION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position applied for:** |  | | | | |
| How do you know about the announcement: | | | |  | |
| Have you ever applied to ActionAid | | | No □ If Yes, mention position: | | |
| Your salary expectation (gross) | |  | | | |
| Reason for leaving/applying (enter to write if you need more space): | | | | |  |

**PERSONAL INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First name |  | | | | Last name: |  |
| Date of birth: |  | | | | | |
| Gender | Male: □ Female: □ Other: | | | | | |
| Disability status (optional): | | | |  | | |
| Permanent address: | | | |  | | |
| Present address: | | |  | | | |
| Email address: | |  | | | Mobile phone: |  |

Citizenship (for non-Cambodian only):\_\_\_\_\_\_\_\_\_ Do you currently have legal permit for work: Yes □ No □  **Note:** Gender and disability status is optional. AA Cambodia respect individual choice of disclosure.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Education Institution/university** | **Major/Subject/Field of study** | **Academic year** | **Have you completed?** | **Degree earned**  (Associate, vocational, BA, Master…) |
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**List down other key training that you find MOST RELEVANT (only) to the requirement for the role:**

|  |  |  |
| --- | --- | --- |
| **Course name/title** | **Start/end date** | **Course provided by** |
|  |  |  |
|  |  |  |

**WORK EXPERIENCE**

**Most recent and most relevant employment history – maximum last 5 employer/institution:**

*\*If you use any specific abbreviation, please provide its full words in the bracket.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of institution** | **Position details:** | **Duration** | **Salary** | **Role overview** |
| With a link to institution website is preferred | Tittle, position whom you report to, number of supervisee (if any) | From/to | Ending salary | Write a short paragraph summarizing what you do in your main role and responsibility. (100 words max) |
|  |  |  |  |  |
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**COMPUTER AND LANGUAGE PROFICIENCY**

**1. List down relevant computer application you are using below:**

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| --- | --- | --- | --- | --- |
| **Application name** | **Basic** | **Fair - limited working proficiency** | **Working proficiency** | **Professional Proficiency** |
|  |  |  |  |  |
|  |  |  |  |  |
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**2. Language proficiency**

|  |  |
| --- | --- |
| Mother tongue: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Language** | | **Proficiency level** | | | |
| Basic | Fair | Working proficiency | Professional Proficiency |
| English | Writing |  |  |  |  |
| Speaking |  |  |  |  |
| Other | Writing |  |  |  |  |
| Speaking |  |  |  |  |

**STATEMENT OF QUALIFICATION:**

|  |
| --- |
| Why you think you fit with this position and that ActionAid Cambodia should select you (maximum 500 words) |
|  |

|  |
| --- |
| **About us:**  ActionAid is a global federation working for a world free from poverty and injustice. We want to see a just, fair, and sustainable world, in which everybody enjoys the right to a life of dignity, and freedom from poverty and oppression.  We work to achieve social justice and gender equality, and to eradicate poverty. All our work is underpinned by a set of feminist leadership principles:  Self-awareness, Self-care and caring for others, dismantling bias, Inclusion, Sharing power, Responsible & transparent use of power, Accountable collaboration, Respectful feedback, Courage and Zero tolerance.  ActionAid welcomes applications from all sections of the community and promotes diversity. Although all applications will be considered on their individual merit, suitably qualified women leaders, are encouraged to apply.  **Our commitment to safeguarding:**  ActionAid is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are also committed to preventing and responding to any form of sexual harassment, exploitation and child abuse and abuse of adults at-risk, whether carried out by staff/representatives or resulting from our work. ActionAid expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. A thorough background check will be conducted on the selected candidate. The selected candidate will go through thorough background check. |

Note: submitted application form will not be returned. Only applicant/application shortlisted by the recruitment penal will be contacted for further notice.