

Islamic Relief

CONFIDENTIAL



Please complete and return this form to the:

Personnel Officer
Human Resources Department
Islamic Relief, Afghanistan

Tel:

Fax:

Email: hr@ir-afg.org

OFFICIAL USE ONLY:

INTERVIEW:

Y N

Registered Charity No. 328158

Position applied for:

Ref:

Where did you see the post advertised?

Personal Details

Surname:

Title:

Forename/s:

Marital Status:

Address:

Postcode:

N.I no:

Telephone (home):

Fax:

Telephone (work):

E-mail:

May we contact you at work?

Please complete these sections carefully after reading any supplementary information regarding the post. Care should be taken to address the job description and person specification. The decision to invite you for interview will be based on the information you provide on this form and how closely you meet the specified skills.

Qualifications & Training

Dates From To	Qualifications/Courses completed	Places of Education/ Training	Grades/ Results

Employment History/Work Experience

Please summarise your previous jobs starting with your most current/recent

Please complete in full and use a separate sheet if necessary

Dates of Employment		Employers name Address Nature of Business	Job Title, Summary of Duties and Achievements/Experience	Start and Finish Salaries	Reason for leaving or wanting to Leave
From	To				

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Notice required in current post:

General Comments

Please list experience, achievements, knowledge, personal qualities and skills which you feel are relevant to the job you are applying for and the strength you would bring to this post;

Personal Statement

Please describe the main reasons for your application and what you believe you can offer Islamic Relief.

Language Skills

Please list your knowledge of any languages, indicating the level of fluency against each of the following: **1 = fluent** **2 = working knowledge** **3 = basic**

Language	Read	Write	Speak	Understand
1.				
2.				
3.				
4.				
5.				

IT Skills

Please give details of your computer literacy.

Leisure

Please note here your leisure interests, sports and hobbies, other pastimes etc.

Criminal records

Please note any criminal convictions except those considered 'spent' under the Rehabilitation of Offenders Act 1974 (include convictions in any court around the world)

Referees

Please give the names and addresses of two referees who have known you for at least two years, and who are not relatives. One of them must be your current or most recent employer.

Name:	Name:
Address:	Address: 4
Post Code:	Post Code:
Telephone:	Telephone:
Email:	Email:
Relationship to you:	Relationship to you:
Can we contact your referees now?	First referee: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Second referee: Yes <input type="checkbox"/> No <input type="checkbox"/>

Availability for Interview & Appointment

Please give any dates when you are NOT available for interview. (We cannot undertake to avoid these dates, but will try to do so):

If appointed, when could you take up duty? After one week

Declaration

1. I agree that any offer of employment is subject to satisfactory references.
2. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
3. I agree that information contained within this application and supporting documents (including "sensitive information") may be accessed, stored and used and by the organisation in accordance with the Data Protection Act 1998.
4. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau / Scottish Criminal Records office for a basic disclosure. I understand that should I fail to do so. Or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

SIGNED:

DATE: