**APPLICATION FOR EMPLOYMENT**

You should type in the spaces provided and answer as fully as possible. The boxes will expand as you type.

**Please return this form to** [**justina@gisf.ngo**](mailto:justina@gisf.ngo)Please note that we are unable to accept applications by post.

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| --- | --- | --- | --- |
| **Personal Details** | | | |
| Name: | | | |
| Known as: | | | |
| Correspondence address: | | Mobile Telephone: | |
|  | |
| Permanent Residence address: | |  | |
| Personal Email: | |
| Nationality *(if you have more than one, please list them all):* | | Passport(s) held *(if you have a passport from more than one country, please list all held):* | |
| **Application Details** | | | |
| What position are you applying for: | |  | |
| For UK-based roles you will be asked for evidence of right to work in the UK. To the best of your knowledge, do you currently have the right to work in the UK? | | **Yes / No / Not Applicable** | |
| When would you be available to work for GISF?Include details of any notice period you are required to give. | |  | |
| Qualifications and Training | | | |
| Please list any academic education and professional/work related training you have undertaken which would be relevant to working for GISF. You should list in chronological order with the most recent first. | | | |
| **Qualification obtained/Course completed** | **Date Achieved** | | **Place of Education** |
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| **Languages** | | | | | | | |
| **Language** *E.g. English / French etc…* | | **Spoken** *Yes / No* | **Written** *Yes / No* | **Reading** *Yes / No* | | **Level** *Mother Tongue / Fluent / Moderate/ Basic* | |
|  | |  |  |  | |  | |
| **Recruitment Monitoring** Please specify where you saw this position advertised: | | | | | | | |
|  | | | | | | | |
| **Background Checks – References and Criminal Convictions** | | | | | | | |
| GISF is committed to safeguarding the health, wellbeing and human rights of all staff, partners, and beneficiaries and to provide a safe and trusted environment for anyone who comes into contact with our work. GISF encourages applications from anyone who feels able to work in line with the high standards of personal conduct expected.  In line with verifying these standards, job offers are subject to receipt of references satisfactory to GISF, a criminal record self-declaration and a police/criminal record check. You will be asked to provide details of your referees should you be offered a role with GISF. GISF also participates in the [Inter Agency Misconduct Disclosure](https://misconduct-disclosure-scheme.org) Scheme.  In line with this Scheme, we will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures. | | | | | | | |
| **Declaration and Data Protection** | | | | | | | |
| * I understand that any offer of employment is conditional, and will be subject to receipt of satisfactory references, medical clearance, a criminal record self-declaration, entry visa/work permit for the country of deployment and satisfactory clearance through GISF’s anti-terrorism software. I understand that a police records check will be conducted if I am successful in my application. * I confirm that information provided on this form and any attachments are to the best of my knowledge correct and complete. I understand that any information later discovered to be incorrect may result in the termination of any agreements made. * I confirm that GISF will process, use and dispose of my data as required by the Data Protection Act 2018. | | | | | | | |
| **Signature:** |  | | | | **Date:** | |  |