



MILDMAY
INTERNATIONAL

JOB APPLICATION

Please return this completed form to claire.matheson@mildmay.org or by post
Mildmay Charity Offices, Sir Graham Rowlandson House, Austin Street, London E2 7NB

JOB TITLE

Which position are you applying for?

| | | | | | | | |
|--|--|-----------------------------|--|-------------------------|--|--------------------------------|--|
| 1. Family Name: | | | | First Name: | | Other Names: | |
| 2. National Insurance No (if UK applicant): | | | | | | | |
| 3. Are you eligible to work in the country where this job is based? | | | | | | | |
| 4. Address: | | | | | | | |
| Email address: | | | | | | | |
| Daytime tel no: | | | | Evening tel no: | | | |
| 5. Education & training (college, technical education & professional training) | | | | | | | |
| Dates attended From To | | Institution, city & country | | Field of study/training | | Degree, Diploma or certificate | |
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MILDMAY JOB APPLICATION

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| 6. Other training, Professional Qualifications, Membership of Professional Bodies: | |
| 7. Work experience (list only employment lasting 3 months or more). Begin with present or most recent employment | |
| Employer | Title Dates of employment: From: To: Based: Reason for leaving: Current salary: |
| Brief job description | |
| Employer | Title: Dates of employment: From To Based: Reason for leaving: |
| Brief job description | |
| Employer | Title Dates of employment: From To Based: Reason for leaving: |
| Brief job description | |
| Employer | Title Based Dates of employment: From To Reason for leaving: |

MILDMAY JOB APPLICATION

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| Brief job description | |
| Employer | Title Based Dates of employment: From To Reason for leaving: |
| Brief job description | |
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| Brief job description | |
| <p>8. On no more than two sides of A4, please attach your answer to the following questions (typewritten answers are preferred):</p> <ul style="list-style-type: none"> Summarise the type and level of responsibility in your present post, giving examples of how you meet the requirements of the person specification. Please summarise why you are applying for this post at Mildmay International at this point in your career and describe the opportunities and challenges which it presents. | |
| <p>9. (Answer only if you are a UK applicant) Have you ever lived or travelled in Africa? Please indicate the country, purpose and dates of travel.</p> | |

MILDMAY JOB APPLICATION

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| <p>10. How many days have you been unable to work due to illness/incapacity in the past year?</p> <p>11. Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration.</p> <p>Do you have a disability?</p> <p>If YES, please give details and indicate whether you would need any help or special equipment to enable you to carry out the duties outlined in the job description, to attend for interview, or to participate in the recruitment process for the post.</p> | |
| <p>12. Please note here your leisure interests including positions of responsibility held:</p> | |
| <p>13. How did you become aware of this post?</p> | |
| <p>14. From when are you available to take up this post?</p> | |
| <p>15. References should be provided by previous employers wherever possible. Relatives and partners are not suitable as referees. Referees will not be contacted without your prior permission.</p> | |
| Name: | Tel no: |
| Occupation | |
| Address: | |
| Email address: | Relationship to you: |
| Name | Tel no. |
| Occupation | |
| Address | |
| Email address: | Relationship to you: |

MILDMAY JOB APPLICATION

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|--|----------------------|
| Name | Tel no. |
| Occupation | |
| Address | |
| Email address: | Relationship to you: |
| 16. Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (UK). | |

The facts set out in this application form are, to the best of my knowledge, true and complete. I understand that any false statement will disqualify me from employment.

Signed:

Date:

