

DFID DRC Application Form

Vacancy Reference: A2L-Assistant Education Adviser (Humanitarian and Social Sectors Team)

NOTES ON HOW TO COMPLETE THE DFID APPLICATION FORM (ATTACHED)

Please complete the application form before the deadline stated in the vacancy announcement. Late applications will not be accepted.

All pre-selected applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 2 weeks of submission, it means that your application has not been pre-selected.

1. All fields marked with an asterisk must be completed.
2. **Education and Professional Qualifications** – Please state only the highest educational level you have achieved, and any courses attended or qualifications relevant to the post. For all posts, we need to know whether you have basic numeracy and literacy skills in English, which is the language in which we work.
3. **Career History** – Include responsibilities, actions and achievements. DFID wants to know about your experience and how this is relevant or adaptable to the job you are applying for.
4. Are there any limitations on your ability to perform in your prospective field of work?

NOTES ON DFID's SELECTION PROCEDURE

5. **Selection Procedure** - DFID is an equal opportunities employer and appoints on merit by open competition. Only the information you provide on this application form will determine if you are short listed for this vacancy – we will not accept additional material such as CVs. If short listed, we will invite you to an interview/assessment workshop. At the interview/assessment we will ask you to provide proof of nationality and identity. To complete the security clearance process, we will also ask the successful candidate to fill in another related form. If you are provisionally selected, we will ask you to provide proof of qualifications, complete a medical clearance form and, if not already provided at the interview/assessment centre, security clearance form, and details of referees who we will contact for references. An offer of appointment is dependent on our receiving satisfactory references, medical, security and, where appropriate, government clearance

Department for International Development

Application Form

Job Title*

Where did you see the advert for this job?

Personal Details

Full name (with family or last name in capitals)*

Title (eg Mr, Mrs, Miss Ms, Dr)*

Permanent address including Postcode

Mailing address, if different

Telephone Number*

Facsimile Number

E-mail*

Daytime telephone number

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Nationality & Residency – read this note before answering the questions below

1. Only candidates who are either:
 - a. DRC nationals
 - b. Have the right to live and work in the DRC.can be considered.

2. If you were born outside DRC, and state you are a DRC national, you will be asked to furnish evidence of your citizenship of DRC. If you are not a DRC national you will also be asked to furnish evidence of your right to work in the DRC.

Please answer all of the following questions

	Yes	No
I am eligible to apply for this post on nationality grounds	<input type="checkbox"/>	<input type="checkbox"/>
I am free to work in DRC	<input type="checkbox"/>	<input type="checkbox"/>
I can provide proof of nationality/right to work	<input type="checkbox"/>	<input type="checkbox"/>

Only those applicants who answer “Yes” to these questions will be considered for short listing. You will be asked to provide proof if you are short listed.

Age – read this note before answering the question below

DFID staff below the Senior Civil Service may retire at age 60 or may choose to serve on until age 65, subject to continued capability and satisfactory service. Staff are required to retire at age 65.

Applicants would be expected to be able to give several years service, or complete a substantial amount of any fixed term appointment, before retirement. Subject to this, applications are welcome from people of all ages. Where there is a choice of candidates, at the end of the recruitment process, DFID can legitimately choose the candidate who is more likely to complete the full term of appointment.

	Yes	No
I confirm that I have read the above paragraph and can meet the age requirements	<input type="checkbox"/>	<input type="checkbox"/>

Only those applicants who answer, “Yes” to this question will be considered for short listing. You will be asked to provide proof if you are short listed.”

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Educational and Professional Qualifications*

Please list your highest level of qualifications gained, giving subject; class, level or grade of award; and/or other relevant professional qualifications or courses attended.

Qualification	Issuing body/institute	Date of award
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Please list any professional associations and/or learned societies of which you are a member. If your name appears on a professional register, please state which.

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Languages*

Please indicate your level of fluency against each of the following: 1 = fluent 2 = moderate 3 = basic

Language	Read	Write	Speak	Understand

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Reasons for wanting the job*

Describe how your experience, qualifications and competencies match the competencies required for the post for which you are applying (max 300 words each). In all cases, use verifiable examples.

Communicating with others

Working with others

Influencing

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Analysis and use of information

Career History*

Please describe your career to date, starting with your most recent employment first and work in reverse order. Please account for any intervals, and complete the details, if necessary, on a separate sheet of paper. Please indicate clearly any service or work overseas and state the country.

Current employment	
1. Employer's name and address	1.
2. Your position / Job title	2.
3. Dates employed	3. From: _____ To: _____
4. Brief outline of reporting relationships, skills and achievements	4.
Previous employment	
1. Employer's name and address	1.
2. Your position / Job title	2.
3. Dates employed	3. From: _____ To: _____
4. Brief outline of reporting relationships, skills and achievements	4.

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5. Reason for leaving	5.
Previous employment	
1. Employer's name and address	1.
2. Your position / Job title	2.
3. Dates employed	3. From: _____ To: _____
4. Brief outline of reporting relationships, skills and achievements	4.
5. Reason for leaving	5.
Previous employment	
1. Employer's name and address	1.
2. Your position / Job title	2.
3. Dates employed	3. From: _____ To: _____
4. Brief outline of reporting relationships, skills and achievements	4.
5. Reason for leaving	5.
Time unaccounted for: Please state any periods unaccounted for eg career breaks, unemployment etc	

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🔒 Your Information

The Data Protection Act 1998 gives rights to individuals in respect of personal data held about them by others and as directed by the Act. You should know the following:

DFID is the Data Controller and is registered with the Information Commissioner for the purposes of the Data Protection Act 1998.

The information you give on the application form will be used by DFID and any external recruitment consultant and/or organisation appointed by us to help with the recruitment process. It will also be used for research and statistical analysis. The information in relation to your application and this recruitment process will be held on both electronic and paper format.

Any other disclosures will only be made if we are required to do so by any court order or similar process, or as required by law.

PLEASE ENSURE THAT YOU HAVE COMPLETED THE FOLLOWING DECLARATION:

DECLARATION

When you are satisfied you have completed all the questions fully, please sign below to affirm that the information you have provided is to the best of your knowledge true and complete. If you provide any information which you know is false, or if you withhold relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

Signature*

Date

Your completed application should be e-mailed to the person below:

HR Office Paul G. Milambo (pg-milambo@dfid.gov.uk)