APPLICATION FORM:

LOCATION: LUSAKA

ADMINISTRATIVE ASSISTANT

Instructions to applicants:

- Please read the job description carefully before completing this application form. When complete, please return this application form to **zambiajobs@restlessdevelopment.org** by **16th November, 2024**.
- Short-listing will be carried out solely on the basis of information provided on this application form – CVs will not be considered. We regret that, due to the high number of applications we receive for each role, we cannot provide feedback to candidates whose application is unsuccessful.
- If your application is successful, it will form part of your employment record. All unsuccessful applications will be destroyed within six months of the closing date.
- All information collected on this application form is treated confidentially and used for recruitment and selection purposes only. You can read Restless Development's full Privacy Statement on our website for more information about how we take care of your data: www.restlessdevelopment.org/data-protection-policy.

PERSONAL DETAILS	
Surname	
First name	
Date of Birth	
Country of residence	
Residential Address	
Address	
Phone number	
Email address	
Skype ID	

Restless Development is a values-led agency. Using no more than 250 words, tell us how your own values, motivations and attributes align to Restless Development and this role. You can read more about our Values at http://restlessdevelopment.org/our-values

1. **Using no more than 750 words, provide tangible examples of how your skills, and knowledge and experience will support your ability to perform the key priorities outlined in the job description and listed below:**
• **Strengthening Administrative Systems and Processes** • **Administration Management & Coordination**

EDUCATION			
Name of institution	**Subjects studied**	**Grades attained**	**Dates (from- to)**

EMPLOYMENT HISTORY (most recent first)	
Organisation	
Job title	
3-5 key responsibilities or achievements	
Salary	
Dates (from–to)	
Reason for leaving	
Organisation	
Position held	
3-5 key responsibilities or achievements	
Dates (from–to)	
Organisation	
Position held	
3-5 key responsibilities or achievements	
Dates (from–to)	
Organisation	
Position held	
3-5 key responsibilities or achievements	
Dates (from–to)	
Organisation	
Position held	
3-5 key responsibilities or achievements	
Dates (from–to)	

ENGLISH	**Spoken**	Fluent	Fair	Basic
	Written	Fluent	Fair	Basic
	Spoken	Fluent	Fair	Basic
	Written	Fluent	Fair	Basic
	Spoken	Fluent	Fair	Basic
	Written	Fluent	Fair	Basic

	Referee 1 (current employer, if applicable)	**Referee 2**
Name		
Organisation		
Position		
Address		
Phone number		
Email address		

OTHER INFORMATION		
Where did you hear about this vacancy?		
● **Restless Development website**	Yes	No
● **Other website (please specify below)**	Yes	No
● **Recruitment agency (please specify below)**	Yes	No
● **Local media (please specify below)**	Yes	No
● **Employee referral (please name the Staff member below)**	Yes	No
● **I am an internal candidates**	Yes	No

By submitting this application:

- I confirm that the information in this application is true and accurate, to the best of my knowledge.
- I understand that any false statement may disqualify me from appointment.
- I consent to Restless Development contacting my referees if I am successful following the selection process and following acceptance of a conditional offer of employment.