

EMPLOYMENT APPLICATION FORM

PLEASE COMPLETE THE FORM BELOW TO APPLY FOR A POSITON WITH US				
Date:				
Name:				
Last	First	Middle	Maiden	
Date of Birth: DD/MM/YYYY:				
Present Address:				
Number	Street	City		
Position Applied For:				
Salary Expectations:				
When available for work?				
How did you hear about us?				
EDUCATION & OTHER INFORMATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NO. OF YEARS COMPLETED	MAJOR & DEGREE
Professional qualification obtained				
Universities attended				
Senior High School(s) attended				
Other				
Please provide references relating to your work experience and to your suitability for the post applied.				

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone:	Telephone:

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

CURRENT EMPLOYMENT

Name of Employer:	Name of Last Supervisor	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		

Reason for Leaving (be specific):

List the duties performed, skills used or learned, advancements or promotions while you worked at this company.

JOB TWO

Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		

Reason for Leaving (be specific):

List the duties performed, skills used or learned, advancements or promotions while you worked at this company.

JOB THREE			
Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact your present employer?			
☐ Yes ☐ No			
RESUME AND CERTIFICATES			
Upload your Resume:			
Upload Certificates:			

PROFESSIONAL SKILLS AND PERSONAL QUALITIES

Please demonstrate how you meet the essential skills and experience set out in the MEL Manager Job Description by providing details of your experience, skills and knowledge gained in employment, voluntary work or other experiences.

We will use the information you provide to decide whether or not to shortlist you for interview.

Please complete and answer for each essential skill, but if you feel you do not meet any of the desirable skills you may leave that box blank.

PROFESSIONAL SKILLS (ESSENTIAL)

Minimum of 3 years' experience in a similar role or of 5 years' experience managing international development and/or children's rights multi-year projects (200 words max).

Proven knowledge and experience in programme management cycle-planning, monitoring, evaluation, documentation/reporting /sharing and learning (200 words max).

Experience in developing and implementing project and/or organizational level M&E systems (200 words max).

Experience of collating and analysing comprehensive monitoring and evaluation data from multiple sources to prepare succinct and compelling reports tailored to the needs of diverse audiences (200 words max).

Experience of working with children and/or young people (200 words max).

Experience of adapting or developing monitoring tools and surveys, quantitative and qualitative data processing and analysis skills (200 words max).

Proficiency with Excel, including data analysis techniques (50 words max).

Fluency in English-written and verbal (50 words max).

Ability to work on your initiative as well as part of a team (100 words max).

Proficiency with Windows and Office Suite (e.g. Word, Excel etc.) computer packages (100 words max).

PROFESSIONAL SKILLS (DESIRABLE)

Proven knowledge and experience in using child-friendly monitoring and evaluation methodologies (200 words max).

Experience in the use of mobile data collection and support systems such as Kobo, ODK (50 words max).
Conversant with statistical packages
PERSONAL QUALITIES (ESSENTIAL)
Ability to work to a high standard independently and to prioritise and manage a varied workload and competing deadlines (200 words max).
Willingness to work outside the core hours, infrequently but as needed, to meet the requirements of the role (100 words max).
Ability to travel for work purposes for up to four weeks per annum (50 words max).
Strong team player (50 words max).

PLEASE READ CAREFULLY
APPLICATION FORM WAIVER
In exchange for the consideration of my job application by the company (hereinafter called “the Company”), I agree that: Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the company. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of any job-related physical examinations.

Signature of Applicant

Date:

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.
