

**APPLICATION FORM:****PEOPLE AND PERFORMANCE INTERN  
LOCATION: KABWE****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](mailto:zambiajobs@restlessdevelopment.org) by **31<sup>st</sup> October, 2025**.
- 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](http://www.restlessdevelopment.org/data-protection-policy).

**PERSONAL DETAILS**

|   |  |
|---|--|
| Surname   |  |
| First name  |  |
| Date of Birth   |  |
| Country of residence  |  |
| Residential Address<br><br>Please provide your full residential address<br><br>Example: House No. 123, Freedom Way, Kabwe |  |
| 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>

**SKILLS AND KNOWLEDGE**

1. Using no more than 750 words, provide tangible examples of how your skills, and knowledge will support your ability to perform the key priorities outlined in the job description and listed below:
  - Recruitment
  - Induction

- Administrative Tasks and Coordination of HR Processes
2. Using no more than 500 words, outline what learning targets you intend to achieve from this internship;

#### 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)                          |  |

| LANGUAGE SKILLS |         |        |      |       |
|-----------------|---------|--------|------|-------|
| ENGLISH         | Spoken  | Fluent | Fair | Basic |
|                 | Written | Fluent | Fair | Basic |
| BEMBA           | Spoken  | Fluent | Fair | Basic |
|                 | Written | Fluent | Fair | Basic |
| NYANJA          | Spoken  | Fluent | Fair | Basic |
|                 | Written | Fluent | Fair | Basic |

| REFERENCES    |  |           |
|---------------|--|-----------|
|               | Referee 1<br>(current employer, if applicable) | Referee 2 |
| Name          |  |           |
| Organisation  |  |           |
| Position      |  |           |
| Address       |  |           |
| Phone number  |  |           |
| Email address |  |           |

| ZAMBIA QUALIFICATIONS AUTHORITY (ZAQA)   |
|--|
| <p>Have your academic qualifications been verified by the Zambia Qualifications Authority (ZAQA)?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul> <p>Upon successful selection, you will be required to submit the certification of verification and evaluation of qualifications from the Zambia Qualifications Authority (ZAQA).</p> |

| 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 |
|  |     |    |

|   |
|---|
| <p>By submitting this application:</p> <ul style="list-style-type: none"> <li>I confirm that the information in this application is true and accurate, to the best of my knowledge.</li> <li>I understand that any false statement may disqualify me from appointment.</li> </ul> |
|---|

- 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.