

# **Application Form**

**To submit applications:**

Health Poverty Action – Cambodia Country Office: #46, Street 103, Sangkat Phsar Doem Thkov, Khan Chamcarmorn, Phnom Penh, Cambodia; or by e-mail: [ccojobs@healthpovertyaction.org](mailto:ccojobs@healthpovertyaction.org)

**PLEASE REFER TO THE POSITIONS JOB DESCRIPTION BEFORE FILLING IN THIS APPLICATION FORM**

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| 1. Post for which you are applying: Location: | | | |
| 2. Family First Other Sex:  name: Name: names | | | |
| 3. Date of birth: 4. Passport/ID Card No.: Nationality: | | | |
| 5. Are there any countries from which you are excluded whether or not stated on your passport for administrative, legal or political reasons? | | | |
| 6. Present address Permanent address  (indicate until when) (if different)  Email address:  Daytime Tel no: Tel no:    Evening Tel no: | | | |
| 7. 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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| 8. Are you currently employed or in full-time education?  If so, how much notice do you have to give? | | | |

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| 9. Work experience (list only employment lasting 3 months or more). Begin with present or most recent employment and if you are currently undertaking a full-time course of education/training, please enter this as your present employment | |
| Employer  Address | Title  Based at  Dates of employment: From To  Reason for leaving: |
| Brief overview of your responsibilities and achievements in the position: | |
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| 10a. Please tell us why you are applying for this position with Health Poverty Action. Applicants should review the position’s Key Responsibilities and the Person Specification as detailed in the Job Description and clearly explain the relevance of their previous work experience. |
| 10b. Additional skills |
| 11. From when are you available to take up this post? |
| 12. Have you ever travelled in developing countries or in areas of conflict?  Please indicate the country, purpose and dates of travel. |
| 13. Mother tongue:  Other languages (please state competence):  2nd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3rd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4th \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Competence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 14. Where did you see this job advertised? |
| 15. May we pass the information on this form to other agencies? |
| 16. 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. |
| Name Tel no. Occupation  Address    Email |
| Name Tel no. Occupation  Address  Email |
| Name Tel no. Occupation  Address  Email |

For posts based overseas, or involving visits to overseas projects: I understand that the post I am applying for will involve working and living in an area (country, region or community) whose population is or has been affected by armed conflict, persecution, disenfranchisement or forced removal from the land and that my personal safety and security could be affected by these conditions.

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