**Employment**

**Application**

**Thank you for applying for a position with World Vision Mongolia.**

**Personal details**

What position are you applying for? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | Surname: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |  |  |  |  |  |  |

Present address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Telephone number (work) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Telephone number (home) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

E-mail address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Mobile: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of birth: **\_\_\_\_(D)/\_\_\_\_(M)/\_\_\_\_\_\_\_\_(Y)** Marital status: YES [ ]  NO [ ]  Children: YES [ ]  NO [ ]

Have you ever made an application to World Vision? YES [ ]  NO [ ]

If yes, give details: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Have you ever been employed by World Vision? YES [ ]  NO [ ]

If yes, give details: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_from\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education and Trainings**

List schools attended beginning with high school. Include technical schools and other special trainings.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Level of School** | **Name of school** | **City/Country** | **Major** | **Start date** | **Finish date** | **Degree or Certificate** |
| **High school / Secondary** |       |       |       |       |       |       |
| **College/ university** |       |       |       |       |       |       |
|       |       |       |       |       |       |
| **Other** |       |       |       |       |       |        |
|       |       |       |       |       |       |

**Technical skills**

For each item please indicate a number [1,2,3 or 4] that correspondence your level of proficiency.

(1) Limited (2) Somewhat (3) Proficient (4) Very proficient

Computer Usage:

**\_\_\_\_** MS Word **\_\_\_\_** MS Access **\_\_\_\_** MS PowerPoint **\_\_\_\_** MS Excel

**\_\_\_\_** Lotus notes **\_\_\_\_** Internet **\_\_\_\_** Others (please specify): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Language ability**

For each item please indicate a number [1,2,3 or 4] that correspondence your level of proficiency.

 (1) Limited (2) Somewhat (3) Proficient (4) Very proficient

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Languages | Speaking | Writing | Listening | Reading |
| 1 | Mongolian | **\_\_\_\_** | **\_\_\_\_** | **\_\_\_\_** | **\_\_\_\_** |
| 2 | English | **\_\_\_\_** | **\_\_\_\_** | **\_\_\_\_** | **\_\_\_\_** |
| 3 |       | **\_\_\_\_** | **\_\_\_\_** | **\_\_\_\_**  | **\_\_\_\_** |
| 4 |       | **\_\_\_\_** | **\_\_\_\_** | **\_\_\_\_** | **\_\_\_\_** |

**Employment history**

Please provide enough information to allow for review and evaluation of your work experience and abilities. Beginning with the most recent, list your last 10 years of work history including any voluntary assignment. If additional space needed, please attach a separate sheet of paper.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer (1)** | **Date of employed month/year** | **Last salary (U.S.Dollars)** | **Reason for leaving** |
|       | From:       |       |       |
| To:       |
| Business phone:       |
| Position(s) Held (title):       |
| Describe your duties:       |
| Supervisor’ Name/ Title       | Phone number:       |
| Can we contact her/him for a reference on offer of a position? YES [ ]  NO [ ]  |
| **Name and Address of Employer (2)** | **Date of employed month/year** | **Last salary (U.S.Dollars)** | **Reason for leaving** |
|       | From:       |       |       |
| To:       |
| Business phone:       |
| Position(s) Held (title):       |
| Describe your duties:       |
| Supervisor’ Name/ Title       | Phone number:       |
| Can we contact her/him for a reference on offer of a position? YES [ ]  NO [ ]  |
| **Name and Address of Employer (3)** | **Date of employed month/year** | **Last salary (U.S.Dollars)** | **Reason for leaving** |
|       | From:       |       |       |
| To:       |
| Business phone:       |
| Position(s) Held (title):       |
| Describe your duties:       |
| Supervisor’ Name/ Title       | Phone number:       |
| Can we contact her/him for a reference on offer of a position? YES [ ]  NO [ ]  |
|  |

**References**

Please provide three references we may contact who know you and your capabilities.

(1) Employer, (2) Professional/Personal and (3) Church Minister or Group Leader.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference** | **Name** | **Organization** | **Years known** | **Home or Business address** | **Home or Business phone** |
| **Employer** |       |       |       |       |       |
| **Professional/Personal** |       |       |       |       |       |
| **Church Minister/Group Leader** |       |       |       |       |       |

Are you presently attending a church? YES [ ]  NO [ ]

If yes, what is the name, address and phone number of the church? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant history**

Have you ever been convicted of a criminal offence? YES [ ]  NO [ ]

If your answer is yes, please give details: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please summarize your understanding of child abuse: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you know someone /family members, friends, relatives/ in World Vision? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Declaration**

I confirm that the facts stated in the application form are true. I acknowledge that any false statement in this form may affect my application or employment.

Signature: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**