**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Marital status: Yes No Children: Yes No

Registration Number (Регистрийн дугаар): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you learn about the vacancy announcement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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

Microsoft Office

\_\_\_\_ Word \_\_\_\_\_Access \_\_\_\_PowerPoint

\_\_\_\_Excel \_\_\_\_ Lotus notes \_\_\_\_ Internet \_\_\_\_\_ other:

**Language ability**

Please rate yourself according to the definitions listed below:

0-Unable to function in the spoken language

1-Satisfies limited work requirements and social demands

2-Fluent and accurate on all levels

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Languages | Speaking | Writing | Listening |
| 1 | Mongolia |  |  |  |
| 2 | English |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

Mongolian:\_\_\_\_ English: \_\_\_\_ Others:\_\_\_\_

**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** | **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** | **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** | **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_