

CONFIDENTIAL APPLICATION FORM

Tip: To navigate around this application form easily, just use your Tab key VACANCY DETAILS Job Title Job Reference **Location (Hanoi or HCMC)** PERSONAL DETAILS Mr 🗌 Miss 🗌 Mrs 🗌 Dr 🗌 If Other Title First/Given Name Surname/Family Name **Email address** Address Town/City Postcode County / State **Country** Home/Evening Phone No Work/Daytime Phone No Mobile phone Contact at work, with No 🗌 Yes 🗌 Times when available? discretion?

Save the Children International in Vietnam 4th floor, Machinco building, 444 Hoang Hoa Tham street, Tay Ho district, Hanoi

Notice required

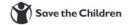
Tel. 84 4 35735050 Fax 84 4 35736060

2 weeks

1 month

1 week

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2 months

3 months

OTHER INFORMATION			
Where did you originally see this position advertised?			
	English	Vietnamese	
Do you have a good working knowledge of any of these languages?	Mandarin	If other ethnic languages, please specify	
If you have any additional languages, please specify			
Provide details of the computer packages you have used			

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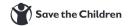
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CUIDDODTING CTATEMENT				
SUPPORTING STATEMENT	uladge and qualities males	you quitable for this maniti-	n	
Tell us how your experience, skills, knowledge and qualities make you suitable for this position. Short listing will be based on the information provided and on your ability to meet the selection criteria described in the person specification for this position. You may wish to list your experiences etc under sub-headings according to the selection criteria. Remember that we will only be able to shortlist you if you give the necessary evidence in your supporting statement.				
OTHER INFORMATION				
Due to the nature and location of some or into specific countries or location. Such overseas staff or by the host country then objective justification for employing only	decisions are taken either baselves. SC often makes si	by SC in order to ensure the milar decisions in relation	e maximum safety of our to gender, where there is an	
Gender	Male Female		ıle 🗌	
Country of Birth		Nationality at Birth		
Current Nationality		Date of Birth		
Are you able to work overseas unaccompanied?	Yes	No 🗌		
If applicable, please provide the name, date of birth and nationality of your partner/spouse and dependent children				

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HEALTH INFORMATION						
Because of employmen		s Save the Childre	en works in, it	is necessary for all employ	vees to have medical clearance	ce prior to
Do you co		eself to have any	Yes		No 🗌	
reasonabl make to s give furth	le work adji upport you'	appropriate stments SC can If so, please ion or contact				
		g immunized or phylactics?	Yes		No 🗌	
	villing to be nted doctor	examined by an	Yes		No 🗌	
How many days have you been absent from work due to illness in the last 2 years? Please provide reasons. If nil, please enter 0.						
	EW AVAILA		1116			1.
suit these d		hen you will <u>not</u> t	be available fo	r interview (we cannot gua	rantee that interviews can be	arranged to
EMPLOYN	MENT HIST	ORY (Use your T	ab key to add	more rows)		
From Date	To Date	Employer/ Or	ganization	Job Title	Reason for leaving	Final Salary

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EDUCATION DI	ETAILS (Use	e your Tab key to add more rows)	
From Date	To Date	School, College, University Name and Location	Any formal qualifications obtained (GCSE; A Levels: NVQs; Degree etc)
	1		

VOCATIONAL QUALIFICATIONS AND TRAINING	
Please list all vocational qualifications obtained and any training undertaken which for. (Use your Tab key to add more rows)	are relevant to the post you are applying
Training courses and qualifications	Date

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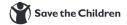
Please give the names and addresses of three people who can provide an assessment of your suitability for this position. If you are employed or have been employed, please give the names of at least your two most recent employers (**this should be your line manager wherever possible**). If applicable for the position, please include the name of a person who can provide an assessment of your work with children/young people.

	1 st Reference	2 nd Reference	3 rd Reference
Name			
Address			
Relationship to you			
Contact Telephone Number (include country codes)			
Email address			

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Do not contact before		
ınterview		

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DECLARATION

If you knowingly withhold or give any false information having been offered employment or appointed, this may lead to your appointment being withdrawn or to your dismissal.

Child Protection

The information provided on this application form will be used in accordance with SC's Child Protection Policy. If you are made a job offer, Save the Children reserves the right to confirm the basis of any information brought to its notice, relevant to this application. This will include approaching any former employers, whether or not proposed as referees.

Data Protection

We will use your information, including any which you provide on our application form: to assess your suitability for employment with us; for personnel administration and management purposes and carrying out appropriate financial and security checks. We will disclose your information to our service providers and agents for these purposes.

By returning this form, you consent to our processing your sensitive personal data relating to health, ethnic origin, trade union membership and criminal convictions for the purpose of your employment with us. We will make such in a contract in place to ensure your information is protected.

We may keep your information for a reasonable period in accordance with legal requirements if your application is unsuccessful or you cease to be employed by us.

unsuccessful or you cease to be employed by us.
I declare that to the best of my belief, the above information is correct and that I have read and understood the above notes. If
you are returning this application form by email, you will be asked to sign this declaration if you are short listed for interview.
I agree to accept the above Declaration (please tick box)
Signature Date

Our selection processes reflect our commitment to the protection of children from abuse. Our people are as diverse as the challenges we face.

Vietnam APPLICATION FORM.doc

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