



# CONFIDENTIAL APPLICATION FORM

Tip: To navigate around this application form easily, just use your Tab key

VACANCY DETAILS			
<b>Job Title</b>		<b>Job Reference</b>	
<b>Location (Hanoi or HCMC)</b>			

PERSONAL DETAILS						
<b>Title</b>	Mr <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Dr <input type="checkbox"/>	<b>If Other</b>	
<b>First/Given Name</b>						
<b>Surname/Family Name</b>						
<b>Email address</b>						
<b>Address</b>						
<b>Town/City</b>						
<b>County / State</b>		<b>Postcode</b>				
<b>Country</b>						
<b>Home/Evening Phone No</b>						
<b>Work/Daytime Phone No</b>						
<b>Mobile phone</b>						
<b>Contact at work, with discretion?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Times when available?</b>			
<b>Notice required</b>	1 week <input type="checkbox"/>	2 weeks <input type="checkbox"/>	1 month <input type="checkbox"/>	2 months <input type="checkbox"/>	3 months <input type="checkbox"/>	



## OTHER INFORMATION

<b>Where did you originally see this position advertised?</b>	
<b>Do you have a <u>good working knowledge</u> of any of these languages?</b>	English <input type="checkbox"/> Vietnamese <input type="checkbox"/> Mandarin <input type="checkbox"/> If other ethnic languages, please specify
<b>If you have any additional languages, please specify</b>	
<b>Provide details of the computer packages you have used</b>	

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

Tel. 84 4 35735050  
Fax 84 4 35736060  
<http://savethechildrevietnam.wordpress.com>



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to children's lives worldwide

## SUPPORTING STATEMENT

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 of SC's global programmes, it is often not possible to send staff of some nationalities into specific countries or location. Such decisions are taken either by SC in order to ensure the maximum safety of our overseas staff or by the host country themselves. SC often makes similar decisions in relation to gender, where there is an objective justification for employing only male or female employees, as dictated by the nature or location of the work.

<b>Gender</b>	Male <input type="checkbox"/>			Female <input type="checkbox"/>		
<b>Country of Birth</b>		<b>Nationality at Birth</b>				
<b>Current Nationality</b>		<b>Date of Birth</b>				
<b>Are you able to work overseas unaccompanied?</b>	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
<b>If applicable, please provide the name, date of birth and nationality of your partner/spouse and dependent children</b>						

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## HEALTH INFORMATION

Because of the countries Save the Children works in, it is necessary for all employees to have medical clearance prior to employment.

<b>Do you consider yourself to have any disabilities</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, are there any appropriate reasonable work adjustments SC can make to support you? If so, please give further information or contact us on (84 4) 35735050</b>		
<b>Do you object to being immunized or to taking malaria prophylactics?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Are you willing to be examined by an SC appointed doctor?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>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.</b>		

## INTERVIEW AVAILABILITY

Please give details of when you will not be available for interview (we cannot guarantee that interviews can be arranged to suit these dates)

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## EMPLOYMENT HISTORY (Use your Tab key to add more rows)

From Date	To Date	Employer/ Organization	Job Title	Reason for leaving	Final Salary

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EDUCATION DETAILS (Use 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)

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

REFERENCES			
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 ( <b>this should be your line manager wherever possible</b> ). 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 <sup>st</sup> Reference	2 <sup>nd</sup> Reference	3 <sup>rd</sup> Reference
Name			
Address			
Relationship to you			
Contact Telephone Number (include country codes)			
Email address			

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Do not contact before interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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.

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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