# Application Form

Please return the completed via jobs page on our website: <https://www.business-humanrights.org/work-with-us>. Please answer all questions, and do not attach a CV.

## Applicant Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  |  |
|  | Last | First | Middle |  |  |

|  |  |
| --- | --- |
| Address: |  |
|  | Street Address |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Post Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  |  Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position applying for: |  |  If appointed, when could you start?: |  |

|  |  |
| --- | --- |
| Location Applying for: |  |

|  |  |  |
| --- | --- | --- |
| Do you have the right to work in the country where this position will be based (see position advert)?  | YES[ ]  | NO[ ]  |

|  |  |
| --- | --- |
| Where did you first learn about this position? |  |

## Education/Training

Please give details of educational institutions and courses you have attended and (if applicable) qualifications or degrees gained. Include specialist in-house training, short courses, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Institution: |  | Address: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  |  Qualification: |  |
| --Institution: |  | Address: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  |  Qualification: |  |
| --Institution: |  | Address: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  |  Qualification: |  |
| --Institution: |  | Address: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  |  Qualification: |  |

## Languages

Please indicate level (Fluent, very good, good, intermediate, basic). Start with first language (“mother tongue”).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** | **Understand** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

## Previous Employment

Please indicate prior work/employment history (start with the most recent).

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | From: |  | To: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | From: |  | To: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | From: |  | To: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |
| --- | --- |
| Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |
| --- | --- |
| Please explain any gaps in employment history: |  |
|  |  |
|  |  |

## References

Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. The first should be your present (or most recent) employer. The second should be a reference who is able to comment on your work abilities.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Title: |  |
| Email: |  | Phone: |  |
| May we contact this reference prior to the interview? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Title: |  |
| Email: |  | Phone: |  |
| May we contact this reference prior to the interview? | YES[ ]  | NO[ ]  |  |

## Personal Statement

Please use this section to explain why you’re applying for the scheme, what you hope to get from it, and why you believe you are a suitable candidate for this post. Please give examples of particular achievements. Before completing this section, please carefully review the position announcement for this post, including the “About you” section.

|  |
| --- |
|  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |