**CONFIDENTIAL**

**Application form: Project Manager, Protection of Civic Space and Human Rights Defenders**

**Please type or write in black ink – Please answer all questions, and do not attach a CV.**

**Please return the completed form to us, preferably by email:**

Please send this form to Alex Janczenia, Program Support, Business & Human Rights Resource Centre: janczenia@business-humanrights.org with “Application: Project Manager – Human Rights Defenders Project” in the subject line.  Please cc Mauricio Lazala: lazala@business-humanrights.org.

If you are unable to send by email, please fax (+44-20-7636-7775) or post (Business & Human Rights Resource Centre, 1-3 Charlotte Street, 3rd floor, London W1T 1RD, United Kingdom)

\* Note to those returning the application by e-mail: The end of the form asks for “Signature of applicant” -- you may simply type your name there. The successful applicant will be asked to sign the form before starting.

**Personal details**

|  |
| --- |
| Surname:  |
| Forename(s): |
| Address: |
| Telephone: |
| Email address: |

**Position details**

|  |
| --- |
| If appointed, when would you be able to start?  |

**General information**

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| --- |
| Nationality:  |
| Do you already have the right to work in the UK? (Please specify) |
| Where did you first learn about this vacancy?  |
| Do you have any criminal convictions? A conviction will not necessarily exclude you from employment, but will be taken into consideration when assessing your suitability for this position. |

**Languages**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **read** | **write** | **understand** | **speak** |
|  |  |  |  |  |

**Work experience**

Please give details of relevant work experience, incl. voluntary work. Start with most recent and do not exceed one page

|  |  |  |
| --- | --- | --- |
| Dates | Details (name of employer, job title & brief description of your responsibilities) | Reason for leaving |
|  |  |  |

**Education and training**

Please give details of your education and training, including courses you have attended and (if applicable) qualifications gained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date started  | Date finished  | Name of institution | Details of course attended | Qualification gained (if any) |
|  |  |  |  |  |

**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 another referee who is able to comment on your work abilities.

|  |  |
| --- | --- |
| **Reference 1** | **Reference 2** |
| Name: | Name: |
| Address: | Address: |
| Company/organization, including position: | Company/organization, including position: |
| Telephone number: | Telephone number: |
| Email address: | E-mail address: |

**Personal statement**

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| --- |
| Use this section to explain why you believe you are a suitable candidate for this position, in particular how you meet our requirements referring to your relevant experience (800 words maximum). Please also give examples of particular achievements. |
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| I confirm that the details in this form and any other information relating to my application are correct.Signature of applicant: Date: |