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**APPLICATION FORM**

**(Ripple Effect Ethiopia, Business Dev’t Officer)**

Please note that all personal information will be treated in strict confidence.

|  |  |
| --- | --- |
| First Name: | Last Name/s: |

|  |  |
| --- | --- |
| POSITION APPLIED FOR: | CLOSING DATE: |

|  |  |
| --- | --- |
| Address of current residence / living location:  Zone/Woreda:  City/Town: | Mobile phone number: |
| Alternative phone number: |
| Email: |

|  |  |
| --- | --- |
| **CURRENT / LAST BASIC SALARY (ETB)** | **EXPECTED BASIC SALARY FOR THE JOB (ETB)** |
|  |  |

1. **SUMMARY OF EDUCATION AND TRAINING**
   1. Studied:

|  |  |
| --- | --- |
| Date (start & end) G.C. |  |
| Institution |  |
| Qualification |  |
| Field of Study |  |

* 1. Studied:

|  |  |
| --- | --- |
| Date (start & end) G.C. |  |
| Institution |  |
| Qualification |  |
| Field of Study |  |

* 1. Studied:

|  |  |
| --- | --- |
| Date (start & end) G.C. |  |
| Institution |  |
| Qualification |  |
| Field of Study |  |

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|  |  |
| --- | --- |
| Date (start & end) G.C. |  |
| Institution |  |
| Qualification |  |
| Field of Study |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **SUMMARY OF EMPLOYMENT HISTORY (LAST 5 JOBS)** | | | | |
|  |  |  |  |  |

2.1. Employed:

|  |  |
| --- | --- |
| Start Date (month and year G.C.) |  |
| End date (month and year G.C.) |  |
| Reason for leaving |  |
| Employer & location |  |
| Position Held |  |
| Key Responsibilities |  |
| Monthly Basic Salary (ETB) |  |

2.2 Employed:

|  |  |
| --- | --- |
| Start Date (month and year G.C.) |  |
| End date (month and year G.C.) |  |
| Reason for leaving |  |
| Employer & location |  |
| Position Held |  |
| Key Responsibilities |  |
| Monthly Basic Salary (ETB) |  |

2.3 Employed:

|  |  |
| --- | --- |
| Start Date (month and year G.C.) |  |
| End date (month and year G.C.) |  |
| Reason for leaving |  |
| Employer & location |  |
| Position Held |  |
| Key Responsibilities |  |
| Monthly Basic Salary (ETB) |  |

2.4 Employed:

|  |  |
| --- | --- |
| Start Date (month and year G.C.) |  |
| End date (month and year G.C.) |  |
| Reason for leaving |  |
| Employer & location |  |
| Position Held |  |
| Key Responsibilities |  |
| Monthly Basic Salary (ETB) |  |

2.5 Employed:

|  |  |
| --- | --- |
| Start Date (month and year G.C.) |  |
| End date (month and year G.C.) |  |
| Reason for leaving |  |
| Employer & location |  |
| Position Held |  |
| Key Responsibilities |  |
| Monthly Basic Salary (ETB) |  |

1. **RELEVANT SKILLS, EXPERIENCE, APTITUDES & PERSONAL QUALITIES**: (Please continue on the following page, if necessary)

Please describe in what way you believe you meet the job requirement in line with the job description and person specification for this post. Please refer to the criteria set out in the person specification and include details of relevant voluntary work, if any.

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1. **KEY ACHIEVEMENTS**: (Please continue on the following page, if necessary)

Please present two key achievements that can be from any area of your life. Each achievement should demonstrate at least one of the competencies identified as key for the position. Each achievement must be specific – giving an actual date/time; where you were at that time, who was involved, what you actually did and the outcome. Effectively it is an actual episode in your life that demonstrates the behavior/competency that is required to achieve results in this position.

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| --- |
| Achievement 1 |
|  |
| Achievement 2 |
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| --- | --- |
| **REFERENCES**: Please give names & tel. nos. of 2 referees who are not related to you, one of whom must be your present or most recent employer. | |
| **1st Referee** | **2nd Referee** |
| Name: | Name: |
| Organization: | Organization: |
| Position: | Position: |
| Tel. No | Tel. No |
| Email/Postal Address: | Email/Postal Address: |

|  |  |
| --- | --- |
| Can 1st reference be sought before interview?  Yes No | Can 2nd reference be sought before interview?  Yes No |

DECLARATION: I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the facts given in this form are true to the best of my knowledge and I understand that giving false information can lead to dismissal or legal case.

Signature: Date

All claims and/or statements of skills, experience and employment will be checked. In the event of false claims being made, any offer of employment will be terminated. Ripple Effect Ethiopia reserves the right to recover from the applicant any costs incurred as the result of the employment of an applicant who has submitted an application form containing false claims.

**Disability**. We welcome applications from people with disabilities. If shortlisted for the position, please let us know if any special arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

**Data Protection**. Ripple Effect Ethiopia keeps personal information on all employees and provides such information only on a need to know basis. By accepting a job offer, employees agree to our retaining such information, which can include sickness and health records, trade union membership and disciplinary matters. Once a year without charge employees can inspect their records and, if necessary, require corrections should such records be faulty.