Rwanda Job Application Form

**Data Protection:** Ripple Effect processes personal information for all applications on the lawful basis of Legitimate Interest. Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, it will do so only with your consent. This data is for equal opportunities monitoring purposes only.

# **Vacancy details**

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **Job code:** |  | **What source did you hear of the vacancy?** |  |

# **Personal/contact details**

|  |  |
| --- | --- |
| **Full name:** |  |
| **Preferred name:** |  |
| **Address:** |  |
| **Post code:** |  | **Country:** |  |
| **Email:** |  | **Contact****Tel. No:** |  |

# **Employment history**

Please provide a chronological account of your employment history starting with your current or most recent position held.

**Your current or most recent employer:**

|  |  |
| --- | --- |
| **Position held:** |  |
| **Employer:** |  |
| **Start date (mm/yyyy):** |  | **End date (mm/yyyy)*****if applicable:*** |  |
| **Summary of key responsibilities:** |  |
| **Reason for leaving:** |  |

**Previous posts held:**

|  |  |
| --- | --- |
| **Position held:** |  |
| **Employer:** |  |
| **Start date (mm/yyyy):** |  | **End date** **(mm/yyyy):** |  |
| **Summary of key responsibilities:** |  |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Position held:** |  |
| **Employer:** |  |
| **Start date (mm/yyyy):** |  | **End date****(mm/yyyy):** |  |
| **Summary of key responsibilities:** |  |
| **Reason for leaving:** |  |

|  |  |
| --- | --- |
| **Position held:** |  |
| **Employer:** |  |
| **Start date (mm/yyyy):** |  | **End date** **(mm/yyyy):** |  |
| **Summary of key responsibilities:** |  |
| **Reason for leaving:** |  |

*Copy and paste the table above to add more where necessary*.

# **Education and training**

Please provide a summary of qualifications relevant to the post applied for:

|  |  |  |
| --- | --- | --- |
| **Institution** | **Qualifications/Grades** | **Start and end dates (mm/yyyy)** |
|  |  |  |
|  |  |  |
|  |  |  |

# **Membership of professional bodies**

Please list any professional bodies relevant to the post applied for of which you are a current member (excluding trade union membership).

|  |  |
| --- | --- |
| **Institute & Type of Membership** | **Year of Election/Examination** |
|  |  |
|  |  |
|  |  |

# **Supporting statements**

|  |
| --- |
| **Why do you want to work at Ripple Effect?**(max. 250 words) |
|  |

|  |
| --- |
| **With reference to the job description and person specification, briefly outline your skills and experience which makes you a good fit for this role.** (max. 500 words) |
|  |

|  |
| --- |
|  **What would you say is your biggest achievement so far?** (max. 250 words) |
|  |

|  |
| --- |
| **What is your annual salary expectation (FRW)?** |
|  |

Do you require a work permit?

Yes [ ]  No [ ]

# If yes, do you hold a work permit to work in the country where the role is based?

# Yes [ ]  No [ ]

# **References**

Please provide the names and contact details of two referees. Both must not be related to you and at least one must be your current or most recent employer.

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| **Name:** |  | **Name:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |
| **Contact****address:** |  | **Contact address:** |  |
| **Tel. No:** |  | **Tel. No:** |  |
| **Email:** |  | **Email:** |  |

Can references be sought before interview?

Yes [ ]  No [ ]

# **Disability**

Ripple Effect is committed to **equality of opportunity** and we take great care to ensure that our actions as an employer reflect this. We encourage applications from disabled people and non-disabled people and from all backgrounds and experiences. We are open to creating work environments that are adapted to individual needs. We recruit those who show a personal drive to work for our mission and have the relevant and essential skills necessary.

As part of our on-going work as a Disability Confident Employer, it means Ripple Effect will guarantee to interview all disabled applicants, provided they meet the essential criteria for that job, who declare that they have a disability as defined by the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents).

Do you consider yourself to have a disability as defined by the Equality Act 2010?

Yes ☐ No ☐

# **Criminal convictions**

Ripple Effect wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are unspent under the [Rehabilitation of Offenders Act 1974](https://www.legislation.gov.uk/ukpga/1974/53), please supply details of your conviction(s) on a separate sheet of paper.

Some posts within Ripple Effect are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Baring Service (DBS) check. If you have applied for an exempt post, please supply details of your conviction(s) on a separate sheet of paper.

# **Applicant Privacy Notice**

At Ripple Effect, we value your support, and we are committed to protecting your privacy. We want to help you understand how we use the information we hold about you and how you can get in touch with us about your preferences. We adhere to all applicable laws concerning the protection of your personal data and in line with your rights as an individual. Please read the information on the following link to find out more: [Ripple Effect | Privacy Policy](https://rippleeffect.org/privacy-policy/)

# **Declaration**

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 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. Please tick the box below to confirm that the information provided above is true to the best of your knowledge:

☐ **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.**

**Applicant name:**

**Date:**

Please refer to the applicant privacy notice above for more information about how data is processed and stored for applicants.