

# Partners in Health and Development (PHD) application for employment

**Thank you for your interest in employment at PHD**

Please complete this form by entering your responses into the blank fields, so we can assess your skills and suitability. **Note: other than this form, we will not accept any separate application, cover letter and additional CV.**

As an equal opportunities employer, we actively encourage applications from all sections of the community. Qualified female are encouraged to apply. **Please insert a recent photograph in the application form.**

**Part 1**

|  |  |
| --- | --- |
| Application for the post of (please specify) |  |
| Have you applied for any other roles at PHD in the past six months?  If so, which role(s)? |  |

#### Personal details

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Preferred name |  |
| Title (ie Mr, Mrs, Miss, Ms, Dr, Mx) |  |
| Mailing address |  |
| Telephone or Cell number |  |
| Email address |  |

**Part 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Highest level of educational achievement (tick only one) | PhD | MPhil | Post-Graduate | Graduate | Under Graduate |
| Area/ Subject (of the above) |  | | | | |
| Institute from where you achieved the highest academic certificate (mentioned above) |  | | | | |
| Reference or verification number (if any) |  | | | | |
| Total years of professional experience | \_\_\_\_\_\_ years and \_\_\_\_\_\_ months | | | | |
| Total years of experience in the related (position you applying for) field | \_\_\_\_\_\_ years and \_\_\_\_\_\_ months | | | | |

**Part 3**

#### Education, qualification and training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Qualification type** | **Subject(s)** | **Grade** | **Name of School/College/University/ Institute/ Organisation** |
| **From (m/y)** | **To (m/y)** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Part 4**

#### Current or most recent employer

|  |  |
| --- | --- |
| Name and address of employer |  |
| Type of employer (Private company, Consulting company, GoB entity, Local NGO, National NGO, International NGO, DP) |  |
| Job title (position) |  |
| 4 major responsibilities | 1.  2.  3.  4 |
| Corresponding 4 major achievements | 1.  2.  3.  4. |
| Period | Start date:  End date: |
| Required Notice period |  |
| Type of Contract (short-term/ fixed-term/ permanent) |  |
| Last Monthly Salary (in BDT.) |  |
| Reason for leaving |  |

#### Previous employment

Please list in chronological order (add row/s, if need be).

| **Dates** | | **Name of employer and nature of business** | **Position held, responsibilities, key skills and achievements** |
| --- | --- | --- | --- |
| **From (m/y)** | **To (m/y)** |
|  |  |  |  |
|  |  |  |  |
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#### Additional skills and experience

|  |
| --- |
| **Information Technology – Please detail the computer systems/packages that you have used:** |
|  |

|  |  |
| --- | --- |
| Languages | |
| Basic |  |
| Conversational |  |
| Fluent |  |

**Part 5**

**References**

Name two of your referees, preferably one from your current (last) employer and other from any of your previous employers.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Working relationship |  |
| Daytime telephone |  |
| Email |  |
| Dates covered (month/year) |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Working relationship |  |
| Daytime telephone |  |
| Email |  |
| Dates covered (month/year) |  |

#### Part 5

|  |
| --- |
| **The reason (motivation) for your application.** (maximum 800 words)  Please use the space below to tell us why you’re interested in this role, and briefly highlight your key skills and experiences. |
|  |

|  |
| --- |
| **Justifying your suitability** (maximum 800 words)  Experience and skills you have gained that are relevant to this application. **Note that this is the most important part of the form**. Use this section to demonstrate how you meet the person specification criteria/ requirement for this post. The requirement can be found in the Job advertisement.  We encourage you to include any skills and experiences you believe demonstrate your suitability for this role. These can include those gained through previous employment, education, training, volunteering, research and personal experience. You should also include any other relevant information here that has not been captured anywhere else on the application form. |
|  |

#### Declaration

I declare that the information given, to the best of my knowledge, is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my employment being terminated.

|  |  |
| --- | --- |
| Signed (type your name if submitting electronically) | **Date** |
|  |  |

If you are submitting this form electronically, note that in the absence of your signature, the emailing of this application constitutes your personal certification that the details are correct.