

APPLICATION FOR EMPLOYMENT

Please read the following notes carefully before completing the application form

* Please complete all sections - incomplete forms will not be considered.
* Do not enclose a CV - your completed application form will provide all the information that we need at this stage.
* Please do not enclose any articles, publications or portfolios with your application - there is a section in the form where these can be mentioned.
* If you are completing this form and require more space than that provided, please expand the text boxes, or, if completing a paper copy, use additional sheets.

Data Protection

Your application form will only be used to assess your suitability for the post, and will only be viewed by those involved in the recruitment process. If you are successful your application form will be transferred to your personal file. If unsuccessful your application will be stored and subsequently securely destroyed in accordance with data protection good practice.

### Our Commitment to Equality & Diversity

Traidcraft values diversity and is committed to attaining and managing a workforce which is representative of all sections of the local community and to providing equality of opportunity and treatment to all. Traidcraft is committed to developing and maintaining an environment in which differing ideas, abilities, backgrounds and needs are valued, and where staff from diverse backgrounds and with diverse experiences are able to participate and contribute.

If you feel anything may prevent you from demonstrating your full potential please let us know. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

### Due Diligence

If you are applying for a post where you will be required to work closely with children, young persons or vulnerable adults or that brings you into contact with finance and money, additional relevant checks may have to be carried out as applicable in the country where the post is based. These will be clearly marked on the job description.

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Application for the post of: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Forename(s) |  |

|  |  |
| --- | --- |
| Current Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Telephone |  | Email Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have the right to work in the country (or countries) where this job is based? | | Yes ☐ | No ☐ |
| Have you previously been employed by Traidcraft? | | Yes ☐ | No ☐ |
| If offered the position, when could you take up employment? | |  | |
|  |  | | |
| If you have a disability, are there any arrangements which we can make for you if you are invited for interview? |  | | |

**CURRENT (OR MOST RECENT) EMPLOYMENT POSITION**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title |  | Employer |  |
|  |  |  |  |
| Dates |  | Reason for Leaving |  |
|  |  |  |  |
| Salary |  | Notice Period |  |
| Summary of Main Responsibilities and Key Achievements: | | | |
|  | | | |

**PREVIOUS ROLES**

*Please give details of your previous employment and/or relevant voluntary activities, continuing on a separate sheet if necessary:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Job Title / Role** | **Employer** | **Reason for Leaving** | **Summary of Main Responsibilities and Key Achievements** |
|  |  |  |  |  |
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**REFEREES**

*Please supply details of two professional referees (one of whom should be your current or most recent employer). We will not normally contact your referees until a conditional offer is made.*

*\*If you are applying for a role where there is an Occupational Requirement for the post holder to be a practising Christian, please supply the details of the minister/leader of your Christian place of worship.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Referee 1** | **Referee 2** | **Referee 3\*** |
| Name |  |  |  |
| Position |  |  |  |
| Organisation |  |  |  |
| Address |  |  |  |
| Telephone |  |  |  |
| Email |  |  |  |
| When can we contact this referee? | At interview stage  Prior to any offer  Following conditional offer | At interview stage  Prior to any offer  Following conditional offer | At interview stage  Prior to any offer  Following conditional offer |

**EDUCATION, QUALIFICATIONS, RELEVANT TRAINING UNDERTAKEN**

*Please give details of educational, professional and vocational qualifications and training (most recent first):*

|  |  |  |
| --- | --- | --- |
| **Title of course(s) / qualification** | **Place of Study / Course Provider** | **Grade(s) achieved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**ADDITIONAL INFORMATION**

### *Please explain why you are applying for this role and why you would like to work for Traidcraft. Please outline why you believe your skills, knowledge and experience are relevant to the position you are applying for. (500 word limit)*

|  |
| --- |
|  |

**DECLARATION**

By submitting your application you are agreeing to the following:

* I have completed all parts of this application and the details I have supplied are, to the best of my knowledge, true and complete;
* I confirm that, to the best of my knowledge, there are no reasons, which would prevent me from undertaking the duties of this post;
* I understand that anywilful misstatement or omission renders me liable to being rejected during the selection process or dismissed if engaged;
* I understand that appointment is subject to receipt of satisfactory references, Nationality document checks, and any further checks relevant to the role that I am applying for;
* If I am unsuccessful, my application will be kept on file, in a secure location and subsequently securely destroyed, in accordance with data protection good practice. If successful my application will be stored on my personal file.
* My application data will be restricted to those who need it in connection with dealing with my application.

I have read, agreed and understood all of the above.

Signature: ……………………………………… Date:………………………..

(no signature is required if this form is returned in electronic format)

* Please help the environment by downloading and returning your application via TX\_Bangladesh@traidcraft.org where possible.

If this is not possible, applications can be sent to the address listed on the vacancy advertisement.