

## GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

Please read these notes carefully **before** completing the application form.

1. Complete all sections of the application form.
2. **Please do not send your CV** as this will not be accepted in place of a completed application form.
3. You will be expected, as part of the recruitment process, to prove your right to live and work in the United Kingdom. If you are not a UK/EU/EEA/Swiss citizen please state your visa status in section 1 of the form.
4. It is our aim to appoint the best candidate for each vacancy. To do this fairly, we need all applicants to provide as much relevant information about themselves as possible. This information should be based on the qualities listed in the job description and person specification, which are regarded as essential to do the job. The recruitment panel cannot make any assumptions about your knowledge, skills and abilities.
5. Section 6 on the application form (Supporting Statement) is the most important part of your application and should be used to tell us why you are applying for the job and how you think you meet the criteria listed in the person specification. If you fail to do this you are unlikely to be shortlisted. Attention should be drawn to knowledge, experience, skills and achievements gained in past employment or other activities relevant to the job.
6. Completed application forms must be received by **9am on Monday 22 March 2010**. You will receive an email acknowledgement from us when we receive your application. If you have not heard from us within three working days of sending the application, please email [recruitment@c-r.org](mailto:recruitment@c-r.org). After shortlisting has taken place, you will be notified of the outcome of your application.
7. Send your application to **one** of the following addresses:
  - E-mail: [recruitment@c-r.org](mailto:recruitment@c-r.org)
  - Fax: +44 (0)20 7359 4081
  - Conciliation Resources, 173 Upper Street, London N1 1RG
8. Interviews will be held **between Monday 29 March and Friday 9 April 2010**. The successful candidate will commence work in **April/May 2010**.

## Application Form

Post applied for	<b>West Africa Programme Director</b>		
How/where did you hear about this vacancy? Please use the relevant check box to indicate where you first came across this vacancy	<input type="checkbox"/> CR website <input type="checkbox"/> CharityJob <input type="checkbox"/> DevnNetJobs <input type="checkbox"/> Eldis <input type="checkbox"/> email from CR	<input type="checkbox"/> EPLO <input type="checkbox"/> idealist.org <input type="checkbox"/> ReliefWeb <input type="checkbox"/> w4mp <input type="checkbox"/> WSE	<input type="checkbox"/> Other website (please state)  <input type="checkbox"/> Other source (please state)

### 1) Personal Details

Surname		Title	
Forenames			
Address			
		Postcode	
Daytime Telephone Number			
Evening Telephone Number			
Mobile			
Email			
Are you a UK/EU/EEA/Swiss citizen? If no, please detail your eligibility to work in the UK (work permit status, type of visa, etc)			
If appointed, when will you be able to take up the position?			
Have you applied for a job at Conciliation Resources before? If yes, please give details.			

## 2) Education and Professional Qualifications

Date	College/Professional Body	Subjects and Qualification

## 3) Training Courses Attended

Date	Course Title

## 4) Employment History

Details of present or most recent employer

Name		Dates	
Address		Position and final salary	
		Notice period	
Brief description of main duties and responsibilities			
Reason for seeking new employment			

Please give the details of your remaining employment history in reverse date order. (Most recent first)

Dates	Employer	Position and final salary	Reason for leaving

## 5) Knowledge of Languages

Language	Level of fluency: Written	Level of fluency: Spoken
English		
French		
Other (please specify)		

## 6) Supporting Statement

**This is probably the most important part of your application.** Please use this section to supply additional information that you consider relevant to the post. Your application will be judged against the job description and person specification. Attention should be drawn to your knowledge, achievements, experience and skills. Please continue on a separate sheet if necessary: **Maximum 2 sides of A4.**

## 7) References

Please give details of two people who know you in a professional capacity (not personal friends or relations) who may be approached for references as to your suitability for the post. The first referee should be your current or most recent employer. **Referees will not be approached without your permission.**

### First Referee

Name		Relationship	
Address			
Contact Telephone Number			
Email			

### Second Referee

Name		Relationship	
Address			
Contact Telephone Number			
Email			

## 8) Medical History

Approximately, how many days have you missed, due to ill health, during the past year?

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## 9) Declaration

By my signature on this application, I hereby certify that the information that I have given to you on this form is correct to the best of my knowledge. I agree the information on this form may be used for registered purposes and storage under the Data Protection Act 1998.

Signature		Date	
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