

Application for Employment

IIED aims to be an equal opportunities employer. Applicants are considered on the basis of their suitability for the job regardless of race, colour, national or ethnic origin, gender, gender identity, sexual orientation, marital status, disability, class, age, political or religious beliefs. To operate this policy and for no other purpose, applicants are asked to complete the Equal Opportunities Monitoring Form at the end of this document. The form will be separated from the application and only be used for the purpose of monitoring the Equal Opportunity Policy. All information given will be treated as strictly confidential and processed in accordance with the Data Protection Act 1998. The form will be destroyed once appropriate data has been gathered.



**International
Institute for
Environment and
Development**

Post Title: Assistant Coordinator

COMPLETE ALL SECTIONS OF THIS FORM AND RETURN IT BY EMAIL, FAX OR POST TO: **Human Resources**, International Institute for Environment and Development (IIED) 80-86 Gray's Inn Road, London, WC1X 8NH, United Kingdom, Fax +44 (0)20 3514 9055; Email: hr@iied.org.

Candidate No:

For office use only

Closing date: 10am Wednesday 13 July 2016

Candidates will be considered for the selection process on the basis of the information contained in this application form **only**, CVs will not be considered.

PERSONAL DETAILS			
Title: Mr / Mrs / Ms / Miss / Dr / Other – please specify: <i>Please delete as appropriate</i>			
Surname:			
Forename(s):			
Address:			
Post Code:			
Town:		Country:	
Email:			
Telephone	Home:	Work:	Mobile:
Do you require a work permit for employment in the UK?		If you currently hold a work permit or visa, please give details including type and expiry date	
Yes <input type="checkbox"/> No <input type="checkbox"/>			

PREVIOUS EMPLOYMENT - MOST RECENT FIRST

Name of employer:

Job title:

Dates (from / to):

Employer's contact details

Full address:

Phone:

Email:

Main duties:

Reason for leaving (if applicable):

Notice period:

NAME OF EMPLOYER:

Job title:

Dates (from / to):

Employer's contact details

Full address:

Phone:

Email:

Main duties:

Reason for leaving:

NAME OF EMPLOYER:

Job title:

Dates (from / to):

Employer's contact details

Full address:

Phone:

Email:

Main duties:

Reason for leaving:

NAME OF EMPLOYER:

Job title:

Dates (from / to):

Employer's contact details

Full address:

Phone:

Email:

Main duties:

Reason for leaving:

Please continue on a separate sheet if necessary marking your name and position you are applying for

QUALIFICATIONS AND TRAINING

Education: Secondary education up to and including A levels or equivalent (High School Diploma, Baccalaureate, etc)

Name, place and country of Institution:

Attended (from / to):

Qualifications obtained:

Major subjects studied and exams passed including grades:

Name, place and country of Institution:

Attended (from / to):

Qualifications obtained:

Major subjects studied and exams passed including grades:

Further Education: Graduate and post-graduate beyond secondary education

Name, place and country of Institution:

Attended (from / to):

Degree obtained:

Major subjects studied and exams passed including grades:

Part-time / Full-time – *Please delete as appropriate*

Name, place and country of Institution:

Attended (from / to):

Degree obtained:

Major subjects studied and exams passed including grades:

Part-time / Full-time – *Please delete as appropriate*

Name, place and country of Institution:

Attended (from / to):

Degree obtained:

Major subjects studied and exams passed including grades:

Part-time / Full-time – *Please delete as appropriate*

Please continue on a separate sheet if necessary marking your name and position you are applying for

LANGUAGE SKILLS			
Mother tongue:			
Please indicate your knowledge of any <u>other</u> language using beginner, intermediate, advanced or fluent			
Language	Speaking	Writing	Reading

IT SKILLS			
Please indicate which software packages you are familiar with, and give an idea of your knowledge of them using fair, intermediate, working knowledge or proficient			
Word processing:		Internet:	
Spreadsheet:		Email/Communications:	
Presentation:		Publishing:	
Databases:		Programming:	

Professional qualifications and professional bodies membership
Other qualifications and skills including relevant short in-service training courses

SUPPORTING STATEMENT

Complete this section carefully after reading all supplementary information regarding the post including the job description & behavioural competency framework. Please provide practical examples of your past achievements to demonstrate why you are particularly suited to this vacancy and the strengths you have to offer.

The decision to invite you for interview will be based on how closely you meet the requirements outlined in the "Essential Skills & Experience" of the job description. This is also an opportunity to demonstrate your ability to write concise, clear English. Please do not exceed more than two pages.

SUPPORTING STATEMENT

VOLUNTARY WORK

Dates from/to	Employer details	Job Title / Main duties

REFERENCES

Please give the names, addresses including email and job titles of two people who may be contacted to provide written references (verbal references are not acceptable). At least one must be an employer during the last three years.

1.		2.	
Name		Name	
Job Title		Job Title	
Employer		Employer	
Address		Address	
Postcode		Postcode	
Tel.		Tel.	
Email		Email	
Can we contact this referee prior to the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		Can we contact this referee prior to the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If appointed, how soon could your new employment start?			

DECLARATION

Please note that if you provide any information that is false, or if you withhold any relevant information, IIED may withdraw any offer of employment that has been made, or if already appointed, you may face disciplinary action which could lead to dismissal.

I declare that to the best of my knowledge, the information provided in this application is true, accurate and complete.

Signed: _____ **Date:** _____