

Job Application Form

please complete this form and e-mail to recruitment_ethiopia@wvi.org or send printed copy at P.O.BOX 3330 Addis Ababa, Ethiopia



World Vision

Applying for the position of

Date of Application

Please enter date with format:
dd/mm/yyyy (e.g.,03/09/2014)

A. Personal Information

Full Name

Date of Birth

Sex

F

M

Current Address

Country

Citizenship

Phone

Mobile

E-mail

Skype

If not Ethiopian Citizen, are you
legally eligible to work in the
country?

If Yes, you will be required to present
verification of eligibility.

B. Education

Post Graduate

Qualification(PhD, MSc, MA ...)

Field of Study

Name of University

Country

Dates Attended? From

To

Under Graduate

Qualification(BA, BSc ...)

Field of Study

Name of University

Country

Dates Attended? From

To

Other Technical or Vocational School

Qualification

Field of Study

Name of School

Country

Dates Attended? From

To

High School Completed

Name of School

Country

Dates Attended? From

To

List of professional licenses, certifications, computer skills, training, and other skills and abilities you consider the most relevant to the position

I.

II.

III.

IV.

V.

Language Ability

	Fair	Good	Very Good	Excellent
English				

C. Experience

Include all work experience, starting with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and number of employees supervised. Briefly list your work experience that directly relates to the advertised position. (Include additional job title, as required)

1. Job Title

From

To

Employer Name

Country

Describe your major duties/responsibilities:

a.

b.

c.

d.

Reason(s) for leaving

2. Job Title

From

To

Employer Name

Country

Describe your major duties/responsibilities:

a.

b.

c.

d.

Reason(s) for leaving

3. Job Title

From

To

Employer Name

Country

Describe your major duties/responsibilities:

a.

b.

c.

d.

Reason(s) for leaving

4. Job Title

From

To

Employer Name

Country

Describe your major duties/responsibilities:

a.

b.

c.

d.

Reason(s) for leaving

D. Achievements, personal qualities and skills

Please use this section to indicate how far you meet each of the competencies required for the post. Indicate specific experience, achievements, knowledge, personal qualities and skills, which you feel are relevant, for this particular post that you, applying for. Please limit your writing for this part to a maximum of 300 words

E. Signature and Certification

I certify that, to the best of my knowledge and belief, all of the information on this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on this application may be grounds for not hiring me or termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to the law.

Signature

Date