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| Description: IR logo**Islamic Relief****Employment Application Form** |
| **Personal Information** |
| Full Name |  |  |  |  |
|       |
| Date of Birth (DD/MM/YYY) format | Gender  | Nationality  | Marital Status |
|       |       |       |       |
| Mobile Number | Home/Office phone | Email Address |  |  |
|       |       |       |
| Language Proficiency:  |  |  |
|  English [ ]  Amharic [ ]  Somali [ ]  Afari [ ]  Oromifa [ ]  Other [ ]  |
|  |
| **Position** |
| Position You Are Applying For | **Duty Station**  |  | Available Start Date  |
|       |       |       |
| Employment Desired |  |  |  |  |
|  |  | [ ]  Full Time |  | [ ]  Part Time |  | [ ]  Casual/Temporary |  |
|  |
| **Educational Qualification (all information must be supported by certificate)** |
| Degree Received  | Institution Name | Years Attended from/to |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| **[** |
| **Employment History****(Please give a full history, in chronological order, staring from your current employment/occupation and ending with your first occupation)** |
| Job positions | Name of organization | Duration (from/to) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
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| **Training**  **(Please list any addition training you have undertaken which is relevant to the post for which you are applying** |
| Training title  | Name of institution  | Duration (from/to) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

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| **Reference** **(Please list three referee persons, and at least one of them should be your supervisor from the recent employer )** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referees:** | **Referee 1 (he/she should be from HR department of the existing/recent employer)**  | **Referee 2** | **Referee 3** |
| **Full Name** |       |       |       |
| **Position hold/working relationship (e.g Supervisor)** |       |       |       |
| **Name of organization**  |       |       |       |
| **Email address** |       |       |       |
| **Phone number**  |       |       |       |