| Application for the post of | **Operations and Research Manager (Malawi)** |
| --- | --- |
| CVs and covering letters on their own will not be considered.  Application Form, and Equal Opportunities Monitoring Form, to be sent to: recruitment@neotree.org | |

# 1. Personal Details

| **Surname** |  |
| --- | --- |
| First Names |  |
| **Address** |  |
| **Telephone - Home**  **Work**  **Mobile** |  |
| **Email** |  |
| **Nationality** |  |

# 2. Present or most recent employment

| **Name and address of employer:** | **Key responsibilities of post:** |
| --- | --- |
| **Job Title:** |
| **Dates employed**  **From:**  **To:** |
| **Current salary/salary on leaving (net and gross):** |
| **Notice required/date available:** |
| **Reason for leaving:** |

# 3. Previous Employment (most recent first)

| Name and address of employer: | **Key responsibilities of post:** |
| --- | --- |
| **Job Title:** |
| **From:**  **To:** |
| **Reason for leaving:** |

| Name and address of employer: | **Key responsibilities of post:** |
| --- | --- |
| **Job Title:** |
| **From:**  **To:** |
| **Reason for leaving:** |

| Name and address of employer: | **Key responsibilities of post:** |
| --- | --- |
| **Job Title:** |
| **From:**  **To:** |
| **Reason for leaving:** |

# 4. Education and qualifications

Please list details of your educational qualification including further education and professional qualifications giving dates and grade where known.

|  |
| --- |

# 5. Other training

Please list any other courses you have undertaken you feel are relevant to the role for which you are applying.

|  |
| --- |

# 6. References

| Please give details of three people, not related to you, who may be approached for references as to your suitability for the post. One should be your present or most recent employer. The second and third should be references who are able to perform the role for which you are applying.  Please note that references will not be approached prior to interview. | | | | | |
| --- | --- | --- | --- | --- | --- |
| **1. Name** |  | **2. Name** |  | **3. Name** |  |
| **Position** |  | **Position** |  | **Position** |  |
| **Tel.** |  | **Tel.** |  | **Tel.** |  |
| **Email** |  | **Email** |  | **Email** |  |
| Are you happy that we approach your references after the interview without further permission from you? | | | | | |

# 7. Supporting statement

With reference to the job description for the position for which you are applying, please provide a statement of up to 2 sheets in length in support of your suitability for the role and why you are applying. Please cite specific examples of your experience that demonstrate you have the particular skills and qualities required for the job.

|  |
| --- |

| **I confirm that to the best of my knowledge the information I have provided on this form is true and correct.** | | | |
| --- | --- | --- | --- |
| **Name** |  | **Date** |  |