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 **ADRA Mongolia-Job Application Form**

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| Palazzo 8-401, Tokyo street, 1st Khoroo, Bayanzurkh District, Ulaanbaatar, Mongolia |
| Telephone | (976-11) 450734 | E-mail |  |
| (976-11) 450732 | Website | [www.adra.org.mn](http://www.adra.org.mn)  |
| Fax No | (976-11) 450726 | Postal address | Central Post Office-1038, UB 21613 |
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| **Important**: Instruction in using the form1. Use the highlighted area (text field) to type your answer.
2. Use tab bar to go to the next “text field”.
3. Provide as much information as you can on the field provided. Please ensure that all sections are fully answered as candidates will be initially screened using this form
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**Position Applied:** **Programme /Project:**

**1. Family name (Last name) First name Middle name if applicable**

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**2. Email address: Telephone numbers:**

**5. Gender: (Click the box provided) 6. Civil Status (Click the box provided)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Male: | ☐ | Female: | ☐ |  | Married | ☐ | Single | ☐ | Others specify |    |

**7. Date of birth 8. Birthplace**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month    | Day     | Year      |  |  |

**9. Citizenship 10. National ID (Passport number if not Mongolian citizen)**

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**11. Registration Number if Mongolian**

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**12. Beginning with your native language, include all languages you know.** Please indicate your proficiency by marking the appropriate box. Tick ONLY one box per language per category

(Rating Scale: 1 = Slight; 2 = Fair, 3 = Good, 4 = Excellent)

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| --- | --- | --- | --- |
| Languages | **Reading** | **Writing** | **Speaking** |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
|      Mongolian | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|      English  | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|       | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
|       | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**13. EDUCATION:** (Please provide full details)

A. *Post-Graduate Studies*

|  |  |  |  |
| --- | --- | --- | --- |
| Name, City and Country | Starting year/month | Ending year/month | Main course of study and certificates or distinction received |
|  |  |  |  |

B. *University or Equivalent*

|  |  |  |  |
| --- | --- | --- | --- |
| Name, City and Country | Starting year/month | Ending year/month | Main course of study and certificates or distinction received |
|   |  |  |        |

C. *Part-time Study Program*

|  |  |  |  |
| --- | --- | --- | --- |
| Name, City and Country | Starting year/month | Ending year/month | Main course of study and certificates or distinction received |
|       |       |       |       |
|       |       |       |       |

D. *Schools or other formal training (e.g. High School, technical school)*

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| --- | --- | --- | --- |
| Name, City and Country | Starting year/month | Ending year/month | Main course of study and certificates or distinction received |
|  |     |    |     |
|  |   |     |      |

E. *Professional qualifications or specialized training e.g. accountant, secretary, social worker, engineer, etc.)*

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**14. Other relevant qualifications and skills in development and/or relief institutions.** (Please give details. Use a separate sheet if necessary)

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**15. Membership in professional societies and activities in civic and public affairs.**

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**16. List information technology skills and indicate your proficiency level** (Tick ONLY one box per row)

|  |  |
| --- | --- |
|  | Proficiency |
| Low | Average | Good | Excellent |
| MS Word | ☐ | ☐ | ☐ | ☐ |
| MS Excel | ☐ | ☐ | ☐ | ☐ |
| MS PowerPoint | ☐ | ☐ | ☐ | ☐ |
| MS Access | ☐ | ☐ | ☐ | ☐ |
| MS Outlook | ☐ | ☐ | ☐ | ☐ |
| SEO (Search Engine Optimization) | ☐ | ☐ | ☐ | ☐ |
| Others       | ☐ | ☐ | ☐ | ☐ |
|      SPSS | ☐ | ☐ | ☐ | ☐ |
|      NVIVO | ☐ | ☐ | ☐ | ☐ |

**17. Have you previously submitted an application to ADRA Mongolia before?** If “Yes”, please indicate date and for which position and project the application was made.

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| Program | Project Title | Position | Date Applied |
|       |       |       |       |

**18. Have you ever been employed by ADRA** (regular, consultant, contractual or temporary)? If “Yes”, please provide details in the *Employment Record* section.

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| --- | --- | --- |
| Yes ☐ |  | No ☐ |

**19. EMPLOYMENT RECORD:** Starting with your present / most recent job, list jobs most relevant to the position for which you are applying. Use a separate box for each job.

|  |  |
| --- | --- |
| Name of organization |  |
| Address: |  |
| Contact Details:  | Phone:  |  | Address: |  |
| Dates of employment | From: |    | To:  |   |
| Position |        |
| Employment Status | Full time | ☐ | Part time | ☐ | Consultant | ☐ |
| Hourly Salary |  | Number of staff under your supervision |       | If none (click box) | ☐ |
| Reason for leaving the organization: |  |
| Brief description of your work: (provide as much information as you can) |
|  |
| Supervisor’s name | Position | Phone  | E-mail Address: |
|    |  |  |  |
| Name of organization |       |
| Address: |       |
| Contact Details:  | Phone:  |  | Address: |   |
| Dates of employment | From: |      | To: |       |
| Position |        |
| Employment Status | Full time | ☐ | Part time | ☐ | Consultant | ☐ |
| Monthly Salary |  | Number of staff under your supervision |       | If none (click box) | ☐ |
| Reason for leaving the organization: |        |
| Brief description of your work: (provide as much information as you can) |
|  |
| Supervisor’s name | Position | Phone  | E-mail Address: |
|  |  |  |  |

**20. State any other relevant facts.** Include international experience if any.

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| **21. Have you any objections to our making inquiries with your present employer?** | Yes ☐ | No ☐ |
| If yes please explain:  |       |

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| --- | --- | --- |
| **22. Are you physically able and willing to travel to countryside as part of your job?** | Yes ☐ | No ☐ |

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| **23. Have you ever been convicted of any criminal offence** (excluding minor traffic violations)? | Yes ☐ | No ☐ |

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| **24. What approximate starting salary (per month) will be acceptable to you for the position for which you are submitting this application?** |      |

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| **25. If your services are required at the earliest possible time, how soon will you be available to start working after being found suitable for employment?** | Month     | Day      |

*I certify that the statements I have made in answer to the above questions are true, complete and correct to the best of my knowledge.*

*Permission is given to ADRA Mongolia to make such investigations as are necessary to confirm the above information.*

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| Date |  |  |

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| **IMPORTANT**1. **ADRA Mongolia will not bear any responsibility just for receiving your application.**
2. **Note that all documents submitted will not return to the applicants.**
3. **Email this application form together with position specific cover letter, reference contact information and copies of your higher education diplomas.**
4. **You may submit your CV and reference letters.**
5. **Only short-listed candidates will be contacted either by phone or by email.**
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