**Job Application Form**

**Instructions to applicants:**

* All information collected on this application form is treated confidentially and used for recruitment and selection purposes only. Short-listing will be carried out solely on the basis of information provided on this application form – CVs will not be considered.
* Please read the job description carefully before completing this application form. When complete, please return this application form to [jobs@hakielimu.or.tz](mailto:jobs@hakielimu.or.tz) not later than 24th September 2020.
* If your application is successful, it will form part of your employment record. All unsuccessful applications will be destroyed within six months of the closing date

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| **PERSONAL DETAILS** |  |
| **Surname** |  |
| **First name** |  |
| **Nationality** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |
| **Skype ID** |  |

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| **POSITION APPLIED** |  |
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| MOTIVATIONS |
| **Using no more than 300 words, tell us how your own values, motivations and attributes align to HakiElimu and this role.** |
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| SKILLS, KNOWLEDGE AND EXPERIENCE |
| **Using no less than 600 and no more than 750 words, provide tangible examples of how your skills, knowledge and experience will support your ability to perform the key priorities outlined in the job description:** |
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| EDUCATION |  |  |  |
| **Name of institution** | **Course studied** | **Grades attained** | **Dates (from- to)** |
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| EMPLOYMENT HISTORY **(most recent first)** | |
| **Organisation** |  |
| **Job title** |  |
| **3-5 key responsibilities or achievements** |  |
| **Salary** |  |
| **Dates (from–to)** |  |
| **Reason for leaving** |  |
|  | |
| **Organisation** |  |
| **Position held** |  |
| **3-5 key responsibilities or achievements** |  |
| **Dates (from–to)** |  |
| **Reason for leaving** |  |
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| **Organisation** |  |
| **Position held** |  |
| **3-5 key responsibilities or achievements** |  |
| **Dates (from–to)** |  |
| **Reason for leaving** |  |
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| **LANGUAGE SKILLS** | | | | |
| **ENGLISH** | **Spoken** |  |  |  |
| **Written** |  |  |  |
| **KISWAHILI** | **Spoken** |  |  |  |
| **Written** |  |  |  |
| **OTHER** | **Spoken** |  |  |  |
| **Written** |  |  |  |

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|  | | **REFERENCES** | | |
|  | **Referee 1**  **(current employer, if applicable)** | | **Referee 2** | **Referee 3** |
| **Name** |  | |  |  |
| **Organisation** |  | |  |  |
| **Position** |  | |  |  |
| **Address** |  | |  |  |
| **Phone number** |  | |  |  |
| **Email address** |  | |  |  |

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| **OTHER INFORMATION** |  |  |
| **Where did you hear about this vacancy?** | | |
| * **HakiElimu website** | Yes | No |
| * **Other website (please specify below)** | Yes | No |
| * **Local media (please specify below)** | Yes | No |
| * **Employee referral (please name the Staff member below)** | Yes | No |
| * **I am an internal candidate** | Yes | No |
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| DECLARATION |
| By submitting this application:   * I confirm that the information in this application is true and accurate, to the best of my knowledge. * I understand that any false statement may disqualify me from appointment. |