All information will be treated in the strictest confidence.

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| E-mail address |  |
| Your current location |  |
| Where did you hear about this position? |  |

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| **Personal Motivation**  *With reference to the job description, please explain why you are applying for this position and why you think you would be a good fit for the role*. |
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| **Work Experience**  *Please detail your experience which is relevant to this role ( make sure to check the full job description for the list of person specification. This can be found at* [*www.suprememalawi.com/jobs*](http://www.suprememalawi.com/jobs) *)* | | | |
| Job Title and Organisation | Experience (responsibilities & achievements) | Dates | Reference person (name, position, email & phone number) |
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| **Education**  *Please provide details of your education which is relevant to this position*. | | |
| Subject, name of university/ college, country | Level | Date |
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| **Skills and Experience**  *Please provide specific examples which demonstrate* ***your skills and experience*** *in the following areas:* |
| **Project implementation** |
|  |
| **Budgeting and Expenditure** |
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| **Data collection and report writing** |
|  |
| **Ability to manage other personnel** |
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| **Creative thinking and problem solving** |
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| **Any other experience you feel is relevant (e.g experience in skills training projects)** |
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| **High level of professional and ethical conduct, and awareness of safeguarding and child safeguarding policies and procedures** |
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| **If you are selected for this position, when would you be available to start?** |  |

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| **Please state your current, or previous (if not currently in employment) monthly salary?** **Ranges are acceptable.** |  |

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| **References**  *Please supply the contact details of two referees. One must be from your current or most recent line manager. Referees must have knowledge of your experience and suitability to work with children and vulnerable adults. We will not contact referees until an offer is made.*  *In line with Supreme's Safeguarding policy, we will ask consent to gain information on a person's convictions/ pending disciplinary proceedings, i.e. criminal record checks, if a candidate is successful.* | | |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Organisation: |  |  |
| Relationship to you: |  |  |
| Email address: |  |  |
| Phone number: |  |  |

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| **Additional Information**  *Please provide any additional information relevant to your application* |
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| **Criminal conviction self-declaration**  *In order to ensure we uphold the highest safeguarding standards we ask all applicants to sign this self-declaration* |
| "I (*insert name)* hereby declare to have no spent or unspent convictions or dismissals from roles due to safeguarding related issues which may compromises my suitability for this role. By not declaring them on my application I agree my contract may be terminated if such convictions or dismissals subsequently arise.”  **Signed:** |

|  |  |  |  |
| --- | --- | --- | --- |
| I can confirm that all the information contained in this herein is true and accurate to the best of my knowledge | | | |
| **Signed:** |  | **Date:** |  |

* You need to fill in a standard application form that can be found at [www.suprememalawi.com/jobs](http://www.suprememalawi.com/jobs)
* Email your filled out application form to [recruitment.supreme.malawi@outlook.com](mailto:recruitment.supreme.malawi@outlook.com) with the subject line “Project Officer Application”.
  + References should be given that support a candidate’s experience of and/ or suitability to work with children
* Please note that successful candidates will undergo criminal record checks in line with Supremes’ Child Safeguarding and Vulnerable Adult policy.
* The closing date for applications is **5pm on Thursday 28th January 2020**.
* Interviews will take place between the **1st to 4th February 2020.**
* **Only shortlisted candidates will be contacted**.
* If asked for interview, candidates should bring documentation with them to show that they are fit for the role. This may include evidence from prior roles, evidence of police checks, or relevant certificates. Please be aware that we will undertake independent verification of this documentation.