 **APPLICATION FORM:**

MEL OFFICER

SIERRA LEONE

**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 sierraleonejobs@restlessdevelopment.org by **13th May 2021.**
* 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. We regret that, due to the high number of applications we receive for each role, we cannot provide feedback to candidates whose application is unsuccessful.

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| **PERSONAL DETAILS** |  |
| **Surname** |  |
| **First name** |  |
| **Country of residence** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |
| **Skype ID** |  |

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| MOTIVATIONS |
| **Restless Development is a values-led agency. Using no more than 250 words, tell us how your own values, motivations and attributes align to Restless Development and this role. You can read more about our Values at** [**http://restlessdevelopment.org/our-values**](http://restlessdevelopment.org/our-values) |
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| SKILLS, KNOWLEDGE AND EXPERIENCE |
| **Using 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 and listed below:**   * **Design and delivery of an M&E tool** * **Managing and inputting statistical data** * **Monitoring and evaluating** * **Financial management** |
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| EDUCATION |  |  |  |
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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** |  |
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| **Organisation** |  |
| **Position held** |  |
| **3-5 key responsibilities or achievements** |  |
| **Dates (from–to)** |  |
|  | |
| **Organisation** |  |
| **Position held** |  |
| **3-5 key responsibilities or achievements** |  |
| **Dates (from–to)** |  |
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| **LANGUAGE SKILLS** | | | | |
| **ENGLISH** | **Spoken** | **Fluent** | Fair | Basic |
| **Written** | **Fluent** | Fair | Basic |
| **KRIO** | **Spoken** | **Fluent** | Fair | Basic |
| **Written** | Fluent | **Fair** | Basic |

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

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| **OTHER INFORMATION** |  |  |
| **Where did you hear about this vacancy?** | | |
| * **Restless Development website** | Yes | No |
| * **Other website (please specify below)** | Yes | No |
| * **Recruitment agency (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 candidates** | Yes | No |
| Advertised through Restless Development email. | | |

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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.   Signed  Date |