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| APPLICATION FORM FOR IMU POSITIONS  |

The application form can be used for all positions advertised for the IMU North Core project. Kindly indicate the title of the specific job/position you are applying for. It is preferable that information provided is typed directly into the form. Handwritten forms are acceptable however, applicants are responsible for ensuring that information provided is legible.

**JOB TITLE:**

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| 1. **PERSONAL DETAILS**
 |
| **Title (Mr./Ms./Mrs.):** |
| **Surname:** |
| **First Name (s):** |
| **Age:** | **Nationality:** |
| **Country of Residence:** | **Marital Status:** |
| **Postal Address:** |
| **Email Address(es):** |
| **Telephone Numbers - Landline:** | **Cell Phone:** |
| 1. **EDUCATION** [Create additional rows as required]
 |
| **Year** | **Name of Institution/University** | **Qualification/Degree Obtained** |
| **From (eg.1972)** | **To (eg. 1976)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Short courses undertaken which are relevant to this application** [create additional rows as required] |
| **Duration (eg.2 weeks/1 month )** | **Title of Course** | **Organizing Institution**  |
|  |  |  |
|  |  |  |
| 1. **EMPLOYMENT RECORD** [List in chronological order beginning with current or most recent employer ; Create as many sections as required, only 3 have been provided]
 |
| 1. **Name of Employing Institution:**
 |
| **Position Held:** |
| **Period of Employment (From – To):**  |
| **List and explain (where necessary) duties performed/ responsibilities/key achievements:** |
| **How many people did you directly supervise?** |
| 1. **Name of Employing Institution:**
 |
| **Position Held:** |
| **Period of Employment (From – To):** |
| **List and explain (where necessary) duties performed/ responsibilities/key achievements:** |
| **How many people did you directly supervise?** |
| 1. **Name of Employing Institution:**
 |
| **Position Held:** |
| **Period of Employment (From – To):** |
| **List and explain (where necessary) duties performed/ responsibilities/key achievements:** |
| **How many people did you directly supervise?** |
| 1. **ADDITIONAL INFORMATION** [Provide a brief statement on why you are interested in the position and the unique skills and abilities that can place you above other candidates]
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| 1. **LANGUAGE SKILLS [Indicate your level of language proficiency using the scale provided]**

**Excellent** – Highly proficient/native speaker**Good**– Working knowledge (Ability to generally communicate, understand and effectively work with the language) **Average** – Intermediate knowledge (Conversational knowledge, ability to reasonably communicate and understand)**Fair** – Limited working knowledge (Basic understanding and communication) **Poor** – No proficiency (Beginner) |
| 1. **English**
 | Reading | Writing | Speaking |
|  |  |  |
| 1. **French**
 | Reading | Writing | Speaking |
|  |  |  |
| 1. **WORK EXPERIENCE OUTSIDE HOME COUNTRY** [Indicate countries where you have worked, excluding your home country, for a cumulative period of one month and above]
 |
| **Period** | **Name of Employing Institution/Project, City & Country** (eg. UNDP, Accra, Ghana) | **Position Held** |
| **From** | **To** |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. **REFERENCES** [Providenames and contact details of your two most recent superiors in two different organizations where you have worked]
 |
| **Name:** | **Name:** |
| **Organization:** | **Organization:** |
| **Position:** | **Position:** |
| **Contact Details (Email, telephone and address):** | **Contact Details(Email, telephone and address):** |

WAIVER

I certify that information provided herein is true and complete to the best of my knowledge. I understand that this application is not, and is not intended to be, a contract of employment. In the event of potential employment, I authorize investigation of all statements contained in this applicationasmay be necessary in arriving at an employment decision. I understand that the misrepresentation or omission of facts is cause for dismissal at any time. I hereby grant permission to contact schools, previous employers, references, and others, and hereby release the recruiting agency or future employer from any liability as a result of such contact. I understand that if my application is not completely filled out it will not be processed.

Date: Signature of Applicant