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APPLICATION FOR EMPLOYMENT

Please read the Candidate Information Sheet and Job Specification for this role before completing the application form. You should type in the spaces provided and answer as fully as possible. The boxes will expand as you type.

Please return this form to humanresources@maginternational.org Please note that we are unable to accept applications by post. If this presents you with any difficulty and you would like to request an adjustment, please contact us using the same email address.

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| Personal Details | | |
| Name: | | |
| Known as: | | |
| Correspondence address: | Mobile Telephone: | |
| | Home Telephone: | |
| Permanent Residence address: | Skype contact: | |
| | Personal Email: | |
| Nationality <i>(if you have more than one, please list them all):</i> | Passport(s) held <i>(if you have a passport from more than one country, please list all held):</i> | |
| International Positions only: | | |
| What position(s) are you applying for: | Are you interested in being considered for positions in other locations? | |
| | Yes/No | |
| HQ positions only: | | |
| What position(s) are you applying for: | You will be asked to provide evidence of your right to work in the UK. To the best of your knowledge, do you currently have the right to work in the UK? | |
| | Yes/No | |
| When would you be available to work for MAG? Include details of any notice period you are required to give | | |
| | | |
| Qualifications and Training | | |
| Please list any academic education and professional/work related training you have undertaken which would be relevant to working for MAG. You should list in chronological order with the most recent first. | | |
| Qualification obtained/Course completed | Date Achieved | Place of Education |
| | | |

Employment History

Please summarise your previous jobs starting with the most recent, briefly detailing your main responsibilities. You should include any voluntary posts or other positions of responsibility held. You can add more boxes if you like, or provide further supporting information separately.

| Dates | Employer | Job Title | Location | Reason for leaving |
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Main responsibilities and achievements

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| Dates | Employer | Job Title | Location | Reason for leaving |
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Main responsibilities and achievements

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| Dates | Employer | Job Title | Location | Reason for leaving |
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Main responsibilities and achievements

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| Dates | Employer | Job Title | Location | Reason for leaving |
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Main responsibilities and achievements

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| Dates | Employer | Job Title | Location | Reason for leaving |
|--------------|-----------------|------------------|-----------------|---------------------------|
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Main responsibilities and achievements

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After reading the job specification, please explain:

- How do your skills and experience to date meet the requirements of the role?
- Why you are passionate about MAG's work?
- How will you fit in with the culture and values of an NGO?

Languages

| Language <i>E.g. English / French etc...</i> | Spoken <i>Yes / No</i> | Written <i>Yes / No</i> | Reading <i>Yes / No</i> | Level <i>Mother Tongue / Fluent / Moderate/ Basic</i> |
|---|---------------------------|----------------------------|----------------------------|--|
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Previous Applications

Have you applied to MAG before? **Yes/No**

If yes, when and what position?

Recruitment Monitoring

Please specify where you saw this position advertised:

Background Checks – References and Criminal Convictions

MAG is committed to safeguarding the health, wellbeing and human rights of all staff, partners, and beneficiaries and to provide a safe and trusted environment for anyone who comes into contact with our work. MAG encourages applications from anyone who feels able to work in line with the high standards of personal conduct expected.

In line with verifying these standards, job offers are subject to receipt of references satisfactory to MAG, a criminal record self-declaration and a police/criminal record check. You will be asked to provide details of your referees should you be offered a role with MAG. MAG also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.

For more information on MAG's approach to background checks, including for candidates with previous criminal convictions, please [click here](#).

Declaration and Data Protection

- I understand that any offer of employment is conditional, and will be subject to receipt of satisfactory references, medical clearance, a criminal record self-declaration, entry visa/work permit for the country of deployment and satisfactory clearance through MAG's anti-terrorism software. I understand that a police records check will be conducted if I am successful in my application.
- I confirm that information provided on this form and any attachments are to the best of my knowledge correct and complete. I understand that any information later discovered to be incorrect may result in the termination of any agreements made.
- I confirm that I have read and understood the Data Protection information, regarding how MAG will process and use my data as explained in the Candidate Information Sheet for the role I am applying for.

Signature:

Date: