



12th Floor, 207 Old Street, London, EC1V 9NR
 Tel: 020 7014 1600 Fax: 020 7014 1601
www.merlin.org.uk, email applications@merlin-uk.org

Please type in the spaces provided answer as fully as possible. **Please return the form to Human Resources at the email address above.**

NB: that the information you have supplied may be entered into the Merlin recruitment database. Our records will be kept for a maximum of 6 months since the last communication received from you.

PERSONAL DETAILS	
Section 1 Basic Details	
Forename(s):	Surname
Title: <i>(i.e. Mr./Mrs./Miss etc)</i>	Home Telephone:
Correspondence address:	Work Telephone:
	Fax:
Postal code:	Email:
Country:	Nationality:
Please indicate your preferred method of contact?	
1.2 Overseas Positions	
If you are interested in an overseas position please complete the following. For HQ positions, please go on to Section 1.3.	
Position and country you are applying for: <i>e.g. Project Coordinator, Afghanistan, Country Health Director, DRC</i>	
Availability for overseas work:	From : (day/month/year)
	To (day/month/year)
Departure notice <i>(please circle):</i>	24 hrs 48 hrs 72 hrs 1 wk 2 wk 1 month Other <i>please specify:</i>
1.3 Head Office Positions	
Please state which position you are applying for	
1.4 Additional Information	
Would you require a work permit for this position?	Yes / No
Please note that if you wish to apply for a position in our London Head Office you must have access to live and work in the United Kingdom, you will be asked to provide evidence of your right to work in the UK. For example NI Card/ Passport/ Birth Certificate/ P45/ Payslip. This is in accordance with the Asylum and Immigration Act 1996.	
1.5 Dependents	
Unfortunately, the majority of MERLIN programmes cannot accommodate dependents. Are you willing to work overseas alone? Yes/ No	
Are there any other personal circumstances that Merlin should be aware of?	
1.6 Disclosure of Convictions	
Please highlight and provide details	
I have the following unspent convictions:	
I have no unspent convictions	
Failure to declare unspent convictions as requested will result in terminating employment and result in international workers being repatriated at his/her own expense.	

EMPLOYMENT HISTORY**Section Two**

Please summarise your previous jobs starting with the most recent, briefly detailing your main responsibilities. If you have more than 4 previous jobs, include the 4 most relevant and then list the other positions in the area at the end.

From	To	Job Title	Employers Name	
Location		Name and position of Supervisor	Current Salary	Reason for Leaving

Main Responsibilities and Achievements

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From	To	Job Title	Employers Name	
Location		Name and position of Supervisor	Reason for Leaving	

Main Responsibilities and Achievements

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From	To	Job Title	Employers Name	
Location		Name and position of Supervisor	Reason for Leaving	
Main Responsibilities and Achievements				
From	To	Job Title	Employers Name	
Location		Name and position of Supervisor	Reason for Leaving	
Main Responsibilities and Achievements				
From	To	Job Title	Employers Name	Location

QUALIFICATIONS AND TRAINING**Section Three**

Please list any academic education and professional/work related training you have undertaken which would be relevant to work at Merlin in chronological order.

From	To	Qualification/ Course Completed	Subjects Studied	Qualification Achieved

APPLICATION TO MERLIN**Section Four**

Please summarise your experience, achievements, knowledge, personal qualities and skills which are relevant to the post you are applying for.

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4.1 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>

4.2 Information Technology and Communications – please list computer packages/communication devices that you can use and the level of knowledge (basic/medium/advanced)

4.3 Recruitment Monitoring

Please specify where you saw this position advertised

4.4 Previous Applications

Have you applied to Merlin before? Yes/No
If yes, When and what position?

What was the result of your application?

REFERENCES
Section Five

References are required to support all applications. Merlin will take up written references from two referees, which you should nominate below. Both referees should know you in a professional context and include your most recent employer. Please note that Merlin cannot accept personal references. Please give the names and addresses of your two referees:

1. Most recent employer		2. Professional referee:	
Forename(s):		Forename(s):	
Surname:	Title:	Surname:	Title:
Occupation:		Occupation:	
Contact address:		Contact address:	
Tel:	Fax:	Tel:	Fax:
Email:		Email:	
Can Merlin contact your referees before interview? Yes / No			

DECLARATION

I agree that any offer of employment is subject to satisfactory references and health clearance if required. (Health clearance is compulsory for all international field workers)

In accordance with the 1998 Data Protection Act I agree that Merlin can hold and use personal information about me and for Merlin to keep in touch with me. This information can be stored in both manual or computer form.

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.

Print Name: **Date:**

EQUAL OPPORTUNITIES MONITORING

Merlin's Equal Opportunities strategy requires that we monitor processes to ensure our policy is effective and would request your cooperation in completing this section. Under the Data Protection Act 1998, you are under no obligation to complete this section. Merlin may hold this information for monitoring purposes only. Also please note if you are not offered employment, your application may be kept for up to 6 months and then destroyed. Please highlight as relevant :

<p>Asian Indian Pakistani Bangladeshi Other (Please Specify)</p>	<p>Black Black Caribbean Black African Other (Please Specify)</p>
<p>White White British White Irish Other (Please Specify)</p>	<p>Chinese Other (Please Specify)</p> <p>Other Ethnic Group (Please Specify)</p>

Do you consider yourself to have a disability / impairment? Yes / No
 If yes what is the nature of your disability/ impairment?

Are you registered disabled? Yes / No
 if yes, please provide disabled number: