### CARE_logo_RGB.JPG

### CARE INTERNATIONAL IN CAMBODIA

### JOB APPLICATION FORM

## Position applied for:………………

**INSTRUCTIONS FOR APPLICANTS:** Please complete the information in the form below and submit this form together with your update CV and a cover letter *explaining how you believe your experience and qualifications* specifically meet the requirements of the position. Applications can be submitted by email to KHM.Jobs@care.org or handed in to any CARE offices as addresses below:

|  |  |
| --- | --- |
| **PHNOM PENH** | **RATANAK KIRI** |
| P.O Box 537, #39 (3rd floor) Street 352, Sangkat Boeng Keng Kang Ti Muoy, Khan Bueng Boeng Keng Kang, Phnom Penh, Cambodia  Tel: +855 (0) 23 727 1457/8 | 7 Makara Village, Sangkat La Ban Seak, Ban Lung, Ratanak Kiri |

​​​ **A. Personal Details:**

First Name: ............... Family Name: .......................... Sex……. Date of Birth…………………………….

Current Address: ..................................................................................................................................................

………………………………………………………………………………… National ID No: …………………………

Main Tel:………………… Alternative Tel:…………..…… Email address:…….…………………………………

CARE provides opportunity to a diverse workforce such as women, ethnic minorities and people with different abilities. Do you qualify for one of these categories? If yes, which one?

Would you be willing to work in other provinces or locations? Yes ( ) - No ( )

1. **Qualifications:**

Please provide the details of each level of education completed, starting with your most current (Post-graduate MBA, PhD, Bachelor, High School or Secondary etc) add more rows as need:

| **Level of School** | **Name of Institution** | **Location** | **Start and End Dates** | **Subject and Type of Degree or Certificate** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide the details of any **relevant training** **courses** or qualifications completed starting with your most

current (add more rows as need):

| **Name of course** | **Name of training facility / institution** | **Start and End Dates** | **Qualification Obtained** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Work Experience:**

In order to facilitate our assessment of your application, please provide a summary of the following key information regarding your last three (3) jobs and voluntary assignments beginning with the most recent. This information is required in addition to your CV where you should provide more detail.

**POSITION 1 (most recent):**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name:.......................... .............  Supervisor’s job title:…………………………..  Supervisor’s name:…………………………….  Supervisor’s tel:………………………………... | Dates Employed  From:.................  To:..................... | Your monthly Gross Salary ($)  Start:.....................  Final:..................... | Other Compensation  ...........  ............ |

Position Held (Job title):.......................................

How many staff reported directly to you (if any): …… What size budget were you responsible for (if any):$ ……

Reason for Leaving:........................................................................................ ..................................... ...........

**POSITION 2:**

|  |  |
| --- | --- |
| Organisation name:.......................... .............  Supervisor’s job title:…………………………..  Supervisor’s name:…………………………….  Supervisor’s tel:………………………………... | Dates Employed  From:...................  To:....................... |

Position Held (Job title):.......................................

How many staff reported directly to you (if any): ……What size budget were you responsible for (if any): $……

Reason for Leaving:.............................. ........................................................................ ...............................

**POSITION 3:**

|  |  |
| --- | --- |
| Organisation name:.......................... .............  Supervisor’s job title:…………………………..  Supervisor’s name:…………………………….  Supervisor’s tel:………………………………... | Dates Employed  From:...................  To:....................... |

Position Held (Job title):......................................

How many staff reported directly to you (if any): ……What size budget were you responsible for (if any):$ …… Reason for Leaving:......................... ........................................................................ ...............................

1. **Language Skills:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Speaking | | | Reading & Writing | | |
| *Basic* | *Fair* | *Fluent* | *Basic* | *Fair* | *Fluent* |
| Khmer |  |  |  |  |  |  |
| English |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |

1. **IS THERE ANY RELATIVE/CLOSE FRIENDS(S) WORKING WITH CARE? If yes, please mention below**:

Name Position Relationship \_\_\_\_\_\_\_\_\_\_\_

Name Position Relationship\_\_\_\_\_\_\_\_\_\_\_\_

1. **What is YOUR PERSONAL GOAL FOR THE NEXT 3 YEAR?**

.......................................................................

1. **References:**

The reference check will be taken place after the success of your application process.

Please give name, exact telephone numbers and email addresses of your 3 most recent direct supervisors and Human Resource Manager (do not list your family member or relatives). Please ensure that the contact details you give are the most up to date ones.

Please note that if you have a current or former relationship with CARE, your personnel file will be reviewed, and references sought from your supervisors and/or co-workers within CARE. CARE also reserves the right to obtain references from sources other than those listed below.

The referees will be directly contacted via E-mail and/or phone by CARE.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position | Organization / Company | Years Known | Current contact details  (Telephone and Email address) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. **How did you hear about this vacancy?**

Please tick one of the boxes below to indicate where you **first** learned about this vacancy:

 A CARE employee informed you  Someone outside of CARE informed you

 On a CARE Office bulletin board  on the Cooperation Committee for Cambodia bulletin board

 On the Bong Thom website  on the CARE website

 In the Raksmey Kampuchea newspaper  An HR Recruitment Agency, name specify :………

 In the Phnom Penh Post newspaper  You heard on the radio, specify which radio station……

 Other, please specify:………………………

1. **Previous CARE applications**

Have you applied in the past for a position with CARE? If so please specify:

Job title applied for:……… ……… Date of application:………… ……

1. **COMPLIANCE WITH CARE POLICIES**

In order to comply with donor requirements that CARE takes all reasonable steps to ensure that our funds are used solely for humanitarian purposes, it is CARE’s policy to check prospective employees’ names against counter terrorism lists generated by the United Nations, European Union or the United States and not to offer contracts to anyone appearing on such lists.

It is a further condition of employment that all employees agree to abide by CARE’s key policies, including but not restricted to the Code of Conduct and Conflict of Interest policies.

We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation, and we embed child protection in all we do. Child protection and protection from sexual harassment, exploitation and abuse, are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. Here is the [**link**](https://www.care-cambodia.org/) to access Safeguarding/CP policy.

CARE International in Cambodia participates in the Steering Committee for Humanitarian Response's Misconduct Disclosure Scheme. As well as pre-employment misconduct disclosure checks including police checks and background checks, we will use the recruitment and reference process to ensure potential new staff understands and are aligned with these expectations. CARE International in Cambodia reserves the right to seek information from a job applicant’s previous employer about the applicant’s suitability for the role. Any allegations relating to sexual harassment, exploitation and/or abuse and/or child abuse, which may or may not have been proven against the applicant, will be relevant information. By applying, the job applicant confirms that s/he has no objection to CARE International in Cambodia requesting the information specified above. To find out more, please contact the Manager Human Resources: [Danet.seng@care.org](mailto:Danet.seng@care.org) .

1. **Applicant’s statement**

To the best of my knowledge, the answers to all the questions contained herein are true and correct, and I have not knowingly withheld any information which might in any affect this application. I understand that any misstatements or omissions of material facts to this application may be cause for dismissal if I am employed by CARE INTERNATIONAL IN CAMBODIA.

*I have attached an up to date CV, a cover letter that explaining how I believe my experience and qualifications specifically meet the requirements of the position.*

Failure to disclose all information is ground to withdraw application or lose your job.

Name, Signed and Date: \_\_\_\_\_\_\_\_\_\_\_\_

Noted: Do not send any evident or relevant document unless you are contacted for interview.