**Sahara Welfare Foundation**

**JOB APPLICATION FORM**

Position Applied For

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**Personal Data**

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| First Name(s) | Last Name (in Capital Letters): |
| Date of Birth: |  |
| **Nationality** ( Present/Previous): |
| ***Optional*** :**Gender** Female      Male OtherAre you a member of a minority group? If so, please feel free to specify: Sahara Welfare Foundation values diversity and is an Equal Opportunity Employer. |
| Permanent Address: | Correspondence Address (if different): |
| Phone Number: | WhatsApp Number: |
| Mobile Number: | Email Address: |

**Education and Training** *(University Degree, Postgraduate Studies, Language or IT Courses, Specific Skills Workshops/Diploma)*

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| --- | --- | --- | --- |
| Dates          | Name/Location of Institution or Course Provider | Brief Details of Course Attended | Qualifications Gained (if applicable) |
| From:    To: |  |  |  |
| From:   To: |  |  |  |
| From:    To: |  |  |  |
| From:  To: |  |  |  |
| From: To: |  |  |  |
| From:  To:  |  |  |  |

**Note** *(if any)***:**

**Publication(s)** *(if applicable)*

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**Professional Experience**

*(Starting with the most recent, please list IN REVERSE ORDER. Please describe your professional history (Internships maybe included), giving full details of your duties. Please specify the month and year regarding the employment period.*

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| --- | --- |
| 1. Exact Title of Your Position: | Period of Employment from: till: |
| Name and location (city/country) of Employing institution: | Name/Position of Supervisor:Contact Details: |
| Brief Description of Your Duties:                        |
| 2. Exact Title of Your Position: | Period of Employment from: till: |
| Name and location (city/country) of Employing institution: | Name/Position of Supervisor:Contact Details: |
| Brief Description of Your Duties:                        |
| 3. Exact Title of Your Position: | Period of Employment from: till: |
| Name and location (city/country) of Employing institution: | Name/Position of Supervisor:Contact Details: |
| Brief Description of Your Duties:                        |
| 4. Exact Title of Your Position: | Period of Employment from: till: |
| Name and location (city/country) of Employing institution: | Name/Position of Supervisor:Contact Details: |
| Brief Description of Your Duties:                       |
| 5. Exact Title of Your Position: | Period of Employment from: till: |
| Name and location (city/country) of Employing institution: | Name/Position of Supervisor:Contact Details: |
| Brief Description of Your Duties:                        |

*Please feel free to add more columns if you have more experience to be stated.*
Other Skills

**Languages** *(*Please indicate your level of proficiency: Native speaker/bilingual; full working proficiency; working proficiency; limited working proficiency; elementary proficiency)

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| --- | --- | --- | --- | --- |
| Language | Understand | Read | Write | Speak |
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 **IT skills** (Please indicate Level of expertise in programme(s) or specific system(s))

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**References**

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| --- | --- |
| Name/Title of Referee: Relationship with the referee: | Name of Referee:Relationship with the referee: |
| Contact Address: | Contact Address: |
| Phone Number: | Phone Number:  |
| Email Address: | Email Address: |
| Whatsapp: | Whatsapp: |
| When may we contact the person?(Before or after a conditional job offer): | When may we contact the person?(Before or after a conditional job offer): |

**Other Information**

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| Please tell us more about yourself (e.g. your participation in social activities, volunteer work) and relate also your working or extra-curricular experience to the job descriptions. Please do not repeat information from your cover letter and do not exceed 250 words.    |

 **If appointed, when can you start? Please state your earliest start date clearly.**

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**How did you learn about this job opening?**

\_\_\_ Sahara Welfare Foundation Employee

\_\_\_ Sahara Welfare Foundation member

\_\_\_ Other Word of Mouth (please specify)

\_\_\_ Sahara Welfare Foundation Website

---- Daily Newspapers

\_\_\_ Sahara Welfare Foundation Facebook Page

\_\_\_ Job list (please specify)

\_\_\_ Publication (please specify)

\_\_\_ Other please specify)

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

Signature:    Date:

***Please return/e-mail complete form to:***  info@swf.org.pk