

##### Integral Cooperation Cambodia (ICC)

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|  | **ICC APPLICATION FORM** |  |
|  |  |  |  |  |  |  |  |  |
|  | Position applied for:  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | In which publication did you see the advertisement for this job? |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **PERSONAL DETAILS** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Name:  |  | Male 🞎 | Female 🞎 |  |
|  | Date of Birth: |  |  |  |  |  |
|   | Place of Birth:  |  |
|  |  |  |  |  |  |  |  |  |
|  | Current address |  | Next of kin contact address/phone number |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  | Telephone Number |   |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Home Phone |   |  |  |
|  |  |  |  |  |  |  |  |  |
|  | E-mail |   |  |  |
|  |  |  |  |  |  |  |  |  |
|  | National ID number |   |  |  |
|  |  |  |  |  |  |  |  |  |

**FAMILY DETAILS**

Are you married? YES 🞏 NO 🞏

Spouse's Name: …………………………………………………………………………………………………………

Occupation: ...……………….……………………………………………………………………………………………

Children (name, sex, age):

|  |  |  |
| --- | --- | --- |
| **Name** | **Sex (M/F)** | **Age** |
| 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |

If NO,

Father's Name: ……………………………………………….. Occupation: …………………………………

Mother's Name: ………………………………………………. Occupation: …………………………………

######

###### EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

List schools attended beginning with High School, including Technical School and/or other professional qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Level of****School** | **Name of School** | **City / Province / Country** | **Degree****or Certificate** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

###### LANGUAGES

Please indicate your level of fluency against each of the following: 1 = fluent 2 = moderate

3 = basic

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** | **Comprehension** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

###### CAREER HISTORY

Please describe your career to date, starting with your most recent employment first and work in reverse order. Please account for any intervals, and complete the details, if necessary, on a separate sheet of paper. Please indicate clearly any service or work overseas and state the country.

|  |  |  |
| --- | --- | --- |
| Current employment |  |  |
| 1. Employer’s name and address |  |
| 2. Your position  |  |
| 3. Dates employed |  From:  | To: |
| 4. Basic Salary (US$) | Start:  | End: |
| 5. Brief outline of reporting relationships, skills and achievements |  |
| Previous employment |  |
| 1. Employer’s name and address |  |
| 2. Your position  |  |
| 3. Dates employed | From: | To:  |
| 4. Basic Salary (US$) | Start: | End: |
| 5. Brief outline of reporting relationships, skills and achievements |  |
| 6. Reason for leaving |  |
| Previous employment |  |  |
| 1. Employer’s name and address |  |
| 2. Your position  |  |
| 3. Dates employed | From:  | To: |
| 4. Brief outline of reporting relationships, skills and achievements |  |
| 5. Reason for leaving |  |
| Previous employment |  |  |
| 1. Employer’s name and address |  |
| 2. Your position |  |
| 3. Dates employed | From:  | To:  |
| 4. Brief outline of reporting relationships, skills and achievements |    |
| 5. Reason for leaving |  |
| Previous employment |  |  |
| 1. Employer’s name and address |  |
| 2. Your position |  |
| 3. Dates employed | From:  | To:  |
| 4. Brief outline of reporting relationships, skills and achievements |  |
| 5. Reason for leaving |  |

###### ADDITIONAL QUESTIONS

1. Why are you applying for work with ICC?

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2. Why are you applying for this position?

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3. Do you have any close friends or relatives employed by ICC? Yes 🞎 No 🞎

If yes, give name, position, department, and project

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

4. If offered assignment with ICC, how soon will you be available to begin work?

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CHILD and VULNERABLE ADULT PROTECTION FORM (PLEASE COMPLETE)

ALL INFORMATION GIVEN WILL BE CONFIDENTIAL

*The care and protection of children and safeguarding of vulnerable adults are the highest priority for ICC. The questions below seek to do all that is possible to ensure that children and vulnerable adults are protected from those who might abuse them. By virtue of joining the ICC you become an active partner in protecting children and vulnerable adults from abuse.*

5. I stand with and am in full agreement with the above statement

 Yes 🞎 No 🞎

6. Have you ever been convicted of, or investigated for, a criminal offense?

 Yes 🞎 No 🞎

If yes, please attach a statement, including the nature of the offense, date of conviction and any other relevant information.

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

7. Have you ever been the subject of allegations involving sexual misconduct, sexual harassment, or other immoral behaviour or conduct, involving children or adults?

Yes 🞎 No 🞎

If yes, please give details.

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

8. Have you ever been the subject to any disciplinary action (including suspension or dismissal) or investigation by an organization, an employer or religious institution?

Yes 🞎 No 🞎

If yes, please give details.

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

I verify that this information is accurate:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*International Cooperation Cambodia (ICC) is an innovative Christian development organisation committed to serving the least-served across the Kingdom of Cambodia. Being a Christian is NOT a requirement for most positions in ICC. However, all staff are encouraged to participate in Christian activities organized by ICC; observe personal conduct comparable with Christian principles and a high standard of professional ethics; and strive to act in accordance with cultural sensitivities.*

9. Describe your own faith and beliefs.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

10. Explain five values that you consider to be most important in your working life?

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**REFERENCES**

List those familiar with your capabilities in addition to the supervisors previously noted under employment (do not list relatives)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  | **Year Known**  | **Organization/company** | **Position**  | **Tel/mobile phone** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

I authorize the references listed above to provide ICC with any and all information concerning my previous employment and any pertinent information that they may have.

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

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applications received after the closing date will not be considered.

Only short listed candidates will be informed of the outcome of their application.