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| **CONFIDENTIAL** |
| Application form |
| **Position applied for:** | **[Internal reference: ]** |
| Please could you tell us how you heard about this post: Click here to enter text. |
| **NB: It is not acceptable to write “see CV” or “see resume”.** |
| Please return the form when completed to the above address (via email or post), marked **Private and Confidential** |
| **Personal Details** |  |
| Surname/Family name: Click here to enter text. | Title: Click here to enter text.  |
| Other names: Click here to enter text. |
| Home address: Click here to enter text. |  |
| Telephone number: Click here to enter text. |  |
| E-mail: Click here to enter text. |  |
| Skype-ID: (for applicants based outside London, MRG frequently arranges interviews via Skype)  | Click here to enter text. |
| **Formal Education** |  |
| Name of school, college etc. attended | Dates from/to | Examinations passed and qualifications obtained |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |



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| **Further Education and Training, Courses attended** |
| University, Technical College, Training Provider | Dates from/to | Examinations passed and qualifications obtained |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text.  | Click here to enter text. |
| Click here to enter text. | Click here to enter text.  | Click here to enter text. |
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| **Present or Last Employment** |
| Job title Click here to enter text. |  |
| Name, address and telephone number of employer | Nature of business |
| Click here to enter text. | Click here to enter text. |
|  |  |
|  |  |
| Descriptions of duties and responsibilities |
| Click here to enter text. |
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| Date employment commenced: Click here to enter text. |
| Date employment terminated: Click here to enter text. |
| Salary: Click here to enter text. |
| Notice required: Click here to enter text. |
| Reason for leaving: Click here to enter text. |

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| **Previous employment** |
| Continue on a separate sheet using this format if necessary. |
| **Employer’s name** | **Job title and brief description of duties** | **Date of employment****From To** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| **Please write or type answers to the following questions. Please try to confine your answers to the space provided below.** |
| 1. Why would you like this post?

Click here to enter text.1. How do you feel your skills, knowledge and experience fulfil those required in the person specificationfor the post?

Click here to enter text. |

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| Typing/word processing (speed and packages used) if applicableClick here to enter text. |
|  |
| Other software used (including any database, spreadsheets, DTP or accounting packages)Click here to enter text. |
|   |
| Languages (please indicate in each case whether spoken or written) |
| Language | Fluent | Working knowledge | Basic | Formal qualifications |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Other experience which might be relevant to the post e.g. travel, community and voluntary work not already mentioned, links with human rights, ethnic minorities, campaigning and other relevant organisations. Please provide dates, especially of periods not covered on the employment history. |
| Click here to enter text. |
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| When will you be available for employment?Click here to enter text. |
| Do you need permission to live or work in the country where this position will be based?Click here to enter text. |
| If yes, have you been granted such permission?Click here to enter text. |
| Please give details if applicable.Click here to enter text. |

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| **Referees** One referee should be your current or most recent employer. It is MRG’s policy to normally take up references after interview but before making any offer of employment. If you have any concerns about this, please raise them with us at the interview. |
| Name: Click here to enter text. | Name: Click here to enter text. |
| Organisation and position: | Organisation and position: |
| Click here to enter text. | Click here to enter text. |
|  |  |
| Telephone number: Click here to enter text. | Telephone number: Click here to enter text. |
| E-mail: Click here to enter text. | E-mail: Click here to enter text. |
| Relationship: Click here to enter text. | Relationship: Click here to enter text. |

If you have a disability which might require any special arrangements for an interview to take place or for you to complete the tasks set out in the job description, please give some indication of the special arrangements that might be involved, so that we can make appropriate arrangements. Use an additional sheet if necessary.

Click here to enter text.

**Declaration:** I confirm that the information given on this form is, to the best of my knowledge, true and complete. I am aware that any false statement may be sufficient cause for rejection or, if employed, dismissal.

I understand that the information contained on this form will be stored and processed by MRG for the purposes of recruitment only (unless I am subsequently employed by MRG in which case it will also be used for personnel and management purposes). It will not be passed by MRG to anyone except those directly involved in MRG recruitment exercises, personnel and management of MRG staff.

I understand that MRG may store my name, address and email details only on its database and may contact me about future job vacancies or with information about MRG's work and publications.

If you would prefer not to receive such information, please tick this box: 🞏

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| --- | --- |
| Signature | Date |