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### WWF-CAMBODIA JOB APPLICATION FORM

Please complete the information below and submit with your update CV and a Cover Letter describe specifically meet the job requirements to: jobwwfcam@wwf.org.kh by PDF your documents.

*WWF no longer accept the hard copy application. WE GO GREEN AND SAVE THE TREES!*

## Position applied for: ………………

Name:…………………................. Main Tel:………… … Alternative Tel:…………. Skype, Email …..

BRIEFLY explaining how you believe your experience, qualifications meet the requirements (2-3 lineS ONLY):

............................ ......................................................................................... ............. ........... ........... ................ .......................................................................………………………………………… ……… ………………………

**Qualifications:**

Provide by starting with your most current (Post-Graduate, PhD, MBA, Bachelor …) add more rows as need:

| **Level of School- Degree, Certificate** | **Name of School** | **Location** | **Start, End Dates** | **Subject**  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide **Only** **relevant** Training or Qualifications**,** starting with your most current:

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

1. **Work Experience:**

Provide a summary of the key information regarding your last three (3) jobs 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, Email ……………………... | Dates EmployedFrom:.................To:..................... | Your monthlyGross Salary ($)Start:.....................Final:..................... | Other Compensation....................... |

Position Held (Job title):....................................... Describe **only key** responsibilities: ……………………......................................................... ........................ ….......... ................................... …. ................................... ............ ................... .................................................... ............................ ........................

Number of staff report directly to you (if any): ……Size of budget that you responsible for (if any):$ ……

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

**POSITION 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name:.......................... Supervisor’s job title:…………… Supervisor’s name:………… Supervisor’s tel, Email……………  | Dates EmployedFrom:....... To:...........  | Your monthlyGross Salary ($)Start:............ Final:.............  | Other Compensation........... |

Position Held (Job title):....................................... Describe **only** **key** responsibilities: ….......... ........................................................................ ............ ................... .................................................... ............................ ......................................................................................... ............. ........... ........... ................ ……………………………………………………………………………………………………………………………….

Number of staff report directly to you (if any): ……Size of budget that you responsible for (if any):$ ……

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

**POSITION 3:**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name:.......................... Supervisor’s job title:…………… Supervisor’s name:………… Supervisor’s tel, Email……………  | Dates EmployedFrom:....... To:...........  | Your monthlyGross Salary ($)Start:............ Final:.............  | Other Compensation........... |

Position Held (Job title):....................................... Describe **only**  **key** responsibilities: ….................................................................................. ............ ................... .................................................... .......................................................................………………………………………… ……… ………………………

Number of staff report directly to you (if any): ……Size of budget that you responsible for (if any):$ ……

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

1. **Salary eXPECTATION**

What is your expected Gross Monthly Salary? ……….$

When will you able to start? .....

1. **Language Skills:**

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

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

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

1. **References:**

Please give name, exact telephone numbers, email addresses of another 2 direct supervisors *beside above* (not family member or relatives). Please ensure the contact are their most up to date. Please note that if you have a current or former relationship with WWF, your personnel file will be reviewed and references sought from your supervisors or co-workers. WWF reserves the right to obtain references from sources other than those listed below. The referees will be contacted via E-mail/ Phone.

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

1. **Previous applications**

Have you applied in the past with WWF? If Yes, please specify: Job title, Date…

1. **COMPLIANCE**

In order to comply with donor requirements, WWF takes all reasonable steps to ensure our funds are used solely for conservation purposes, it is WWF’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 WWF’s Key policies, including but not restricted to the Safeguarding Policies, Code of Conduct and Conflict of Interest Policies.

1. **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.

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.

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