

## **APPLICATION FORM**

Please complete by typing all six pages of this form in black ink.

Post applied for:

Do not attach a CV, as only the information contained in this form will be considered during the selection process.

Where did you see this post advertised?

**Please return this form to:**  
[EArecruitments@wateraid.org](mailto:EArecruitments@wateraid.org)

### **Personal Details**

First Name:

Last Name:

Other name:

Male/Female:

Email address:

Telephone Nos:

Permanent Address:

Temporary Address/Current Location:

**IMPORTANT INFORMATION - GUIDANCE NOTES ON COMPLETING APPLICATION FORM****COMPLETING THE FORM**

Remember - make sure your application form is well presented to create a good impression.

- Please type in black ink.
- **Job Description and Person Specification** - read these carefully as they list the skills, knowledge, qualifications and experience required.
- The text boxes in the “career history” section are expandable. Take a copy of your completed form for your own reference.
- Education and Professional Qualifications – WaterAid is primarily interested in the highest educational level you have achieved, as well as whether you have basic numeracy and literacy skills in English.
- Please do not send in your CV unless specifically asked to. The application form is the only information used for the final short-listing.

**RETURNING THE COMPLETED FORM**

Your completed application form should be returned to the email address [EArecruitments@wateraid.org](mailto:EArecruitments@wateraid.org) and should arrive no later than the stated closing date. We are unable to consider late applications.

Only applicants who are short -listed will be contacted.

Please inform us if at any stage after submission of your form you decide not to proceed with your application.

## Application Form

Please complete clearly and electronically and send to [EArecruitments@wateraid.org](mailto:EArecruitments@wateraid.org)

Date Of Application

Position Applied for

### Personal Details

First name   
(Ms/Miss/Mrs/Mr/Other)

Last Name:

Other Name:

Permanent Address

Temporary Address/  
Current Location:

Telephone no.

Home		Work (discretion will be used)	
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Email Address

### Qualifications / Training

Schools, Colleges, University etc.: *If offered a post with WaterAid, you may be required to provide evidence of your qualifications*

Institution	From	To	Qualification/results

Other relevant training or short in-service courses:

Course	From	To	Details

Please continue on a separate sheet if necessary)

## Employment

Present or most recent employer (if appropriate): *If offered a post with WaterAid, you will be required to provide evidence of your employment*

Name and address of employer			
Dates employed (month & year)	From:		To:
Line Manager's Job Title:			
Your Job Title			
Summary of duties			
Current / most recent net salary			
Reason for leaving			
Notice Required			

### Other employment / experience (most recent first)

Please include experience relevant to this post, which you may have gained outside paid employment, including voluntary work

Employer's name & address	From	To	Position held and duties	Reason for leaving

### Further Information

Tell us how your experience, skills, knowledge and qualities make you suitable for appointment to this post.



Please indicate your experience and what your actual role was in the following competency areas:

**COMPETENCY 1). Strategic Support and Guidance to countries on fundraising & grant management.**

**COMPETENCY 2). Experience in fundraising from institutional, high value and foundations**

**COMPETENCY 3). Experience in Capacity Development and Support on all aspects of fundraising to country programmes.**

**COMPETENCY 4). Learning and Knowledge Management.**

**COMPETENCY 5). Leadership and People Management.**

**COMPETENCY 6). Collaboration and Teamwork Initiatives.**



**References** (your current or most recent employers)

In event of your being offered a position with WaterAid –East Africa, we shall take up references **covering the full five years preceding your start with us.** Wherever possible, referees should be from the place(s) of employment, or education/training, or other establishments you have been attached to during this period. Please name three referees even if you have been at the same establishment for the past five years.

Referee 1	
Name	
Job Title	
Employer	
Address	
Telephone no.	
Email address	
Relevant Dates of Employment & Relationship with Reference	

Referee 2	
Name	
Job Title	
Employer	
Address	
Telephone no.	
Email address	
Relevant Dates of Employment & Relationship with Reference	

Referee 3	
Name	
Job Title	
Employer	



Address	
Telephone no.	
Email address	
Relevant Dates of Employment & Relationship with Reference	

I declare that, to the best of my knowledge, the information on this form is correct

Signed:

Date:

CONFIDENTIAL