



CANDIDATE APPLICATION FORM			
1. NAME (<i>Last, First, Middle</i>)		2.POSITION (indicate opening applied for)	
3.ADDRESS (include ZIP code)		4.EMPLOYMENT TYPE (Select all that apply)	
		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Internship <input type="checkbox"/> Consultant <input type="checkbox"/> Employee <input type="checkbox"/>	
		5. DESIRED ANNUAL SALARY IN US\$ (Please provide a salary range)	
		Minimum: _____	
		To: _____	
		6. AVAILABILITY TO START (Date)	
		7. POSITION LOCATION (Country and City)	
8. CONTACT INFO (Telephone and Email)		9. ELIGIBILITY TO WORK IN THE COUNTRY OF ASSIGNMENT (Indicate status): Citizen <input type="checkbox"/> Legal resident <input type="checkbox"/> Authorized to work <input type="checkbox"/> Other (please explain) <input type="checkbox"/>	
10. FOR ASSIGNMENTS OUTSIDE OF THE US: (List Number of Accompanying Dependents)			
11. EDUCATION (include all college or university degrees)			
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATES (mm/yy to mm/yy)
12. LANGUAGE PROFICIENCY			
Proficiency Rating	Speaking	Reading	
"2" – Limited proficiency	Able to satisfy routine demands and limited work requirements	Sufficient comprehension to read simple written material in a form and on familiar subjects within familiar contexts	
"3" – General proficiency	Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics	Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects	
"4" – Advanced proficiency	Able to use the language fluently and accurately on all levels normally pertinent to professional needs	Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.	
"5" – Native proficiency	Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken	Reading proficiency is functionally equivalent to that of the well-educated native reader	
Languages Spoken/Read		Speaking (rating)	Reading (rating)
CONTINUED ON NEXT PAGE			

13. COMPUTER SKILLS (for instructions on how to rate yourself, see guidelines on page 2)							
WORD PROCESSING AND PRESENTATION: Word, Google Docs, PowerPoint, etc.							
SPREADSHEET: Excel, VisiCalc, Google Sheets, etc.							
DATA MANAGEMENT AND ANALYSIS: Access, DHIS2, SPSS, Tableau, etc.							
OTHER: SharePoint, JIRA, Outlook, Photoshop, etc.							
Rating	Description						
1	Have used the software but not extensively; only a very basic understanding						
2	Have used the software somewhat regularly and can perform basic functions without difficulties						
3	Uses the software frequently and can perform basic functions without effort; can perform some higher level functions with difficulty or need guidance to do so						
4	Uses the software very frequently and can perform both basic functions and higher level functions without difficulty						
5	Uses the software daily; considered to be expert and acts as a resource and reference person for this software						
WORD PROCESSING AND PRESENTATION	RATING	SPREADSHEET	RATING	DATA MANAGEMENT AND ANALYSIS	RATING	OTHER	RATING
14. EMPLOYMENT HISTORY							
Give last ten (10) years. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment.							
Employer	Employer's address	Position title	Dates of employment				
			From (DD/MM/YY)	To: (DD/MM/YY)			
15. CONSULTING HISTORY							
Give last five (5) years of consulting activities relevant to current assignment . Continue on separate sheet of paper if required to list all consulting activities related to duties of proposed assignment.							
Employer	Employer's address	Position title	Dates of consultancies				
			From (DD/MM/YY)	To: (DD/MM/YY)			
16. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.							
Signature of Candidate						Date	