

Job Application Form



Islamic Relief Sri Lanka

Where did you see the post advertised?

Section 1 – Personal Details

Surname:		Title: (Mr/ Miss/ Ms/ Mrs):	
Forename/s:			
Address:			
Postcode:			
Contact Number 1		Contact Number 2	
Primary E-mail:		Secondary E-mail:	
Nationality (If dual, please state both):			

Section 2 – Professional / Qualifications & Training

Title of Education level completed (with majors/ specialisation)	
Date of Education level completed (month-year)	
Institution	
Grade/ GPA/ Score	

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Grade/ GPA/ Score	

Section 3 – Employment History/Work Experience

- Please summarise your previous jobs starting with your **current or most recent**
- Please complete in full and use a separate sheet if necessary
- **Please copy and paste the table below if you want to add an extra Employment record.**

Dates of Employment	
From	To
Name and address of Organization	
Job Title	
Summary of Duties and Achievements/ Experience (Word limit: 400 words)	
Salary	
Reason for leaving	
Notice Required	

Dates of Employment

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Section 4 – Supporting Information (Optional)
<p>Please describe the main reasons for your application and outline your suitability for the role based upon the criteria in the Job Description and Person Specification. (Word Limit: 1000 Words)</p>

Section 5 – Language Skills

Please list your knowledge of any languages, indicating the level of fluency against each of the following:

1 = fluent 2 = working knowledge 3 = basic

S.#	Language	Read	Write	Speak	Understand
1.					
2.					
3.					
4.					
5.					

Section 6 – Relationships/Previous Employment with Islamic Relief

1	Are you a relative or partner of any current or ex-employee of Islamic Relief? (Yes)/(No)	
2	If you answer to question 1 above is yes, please state full name and position (if known)	
3	Have you previously worked for Islamic Relief? (Yes)/(No)	
4	If you answer to question 3 above is yes, please state the designation, duration and project (separated by comma)	

Section 7 – Declaration

By Applying for any job at Islamic Relief, I declare that:

1. I agree that any offer of employment is subject to satisfactory references and successful screening
2. Above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
3. I have never been involved and/or charged in violation of SEAH (Sexual Exploitation Abuse & Harassment) related concerns in my career.
4. I agree that information contained within this application and supporting documents (including "sensitive information") may be accessed, stored and used and by the organisation in accordance with the Data Protection Act 1998.

E-Signature	Name	Date

**PLEASE SEND YOUR COMPLETED APPLICATION TO: hr@islamic-relief.lk
MENTIONING SUBJECT OF EMAIL AS THE COMPLETE TITLE OF THE POSITION**

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