**RECRUITMENT FOR THE FIELD — APPLICATION FORM**

## Personal data

|  |  |
| --- | --- |
| First name | Last Name |
| Address 1 | Address 2 |
| Suburb or city | State ................................ Post code |
| Country ……………………………………………………………. | Phone (home) |
| Phone (work and/or mobile) | E-mail....................................................................................... |
|  | *Please tick applicable box* |
| Are you a current citizen or permanent resident of Australia or New Zealand? | □ YES □ NO |
| If you answered NO to the previous question – do you currently have a legal right to work in Australia? | □ YES □ NO |
| If you answered YES to the previous question – please explain the basis of your legal right to work in Australia, including any restrictions on that right and the date on which your current right to work in Australia will expire. | ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| *Please note that we will be unable to process your application if you do not explain the basis of your legal right to work in Australia. If your application proceeds, you will be required to provide proof of your legal right to work in Australia prior to being engaged for a field placement.* | |

## Availability

|  |  |  |
| --- | --- | --- |
| **Position Applying For:** | ………………………………………………………………………………………………… | |
| I am prepared to do a field placement with a  maximum duration of: | | □ 9 months □ 12 months □ Other ………………………...  *Please specify* |
| My period of availability to do this placement runs from ………………………………... until ………………………………... | | |
| Once available, I need ……………… weeks’ notice before departure | | |

## Have you applied to work for MSF before?

*Please tick applicable box*

□ YES □ NO

If YES, to which MSF office did you apply and when?

## What is your current position/employment?

**Professional experience in developing, resource-poor, indigenous or isolated communities**

## (Please start with your most recent employment and work backwards; please do not put “see CV”)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date completed  *mnth/year* | Duration  *Months and years* | Location | Name of employer | Position held | Nature of work |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

NB/ please attach a CV **of no more than 5 pages** that includes details of your role & responsibilities

## Other types of experience in developing, resource-poor, indigenous or isolated communities

## (E.g. residence as a child or student, relevant travel experience, work not related to your current profession)

|  |  |  |  |
| --- | --- | --- | --- |
| Date completed  *mnth/year* | Duration  *Months and years* | Location | Type of experience |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Supervisory or training experience

□ YES □ NO

*Please tick applicable box*

Have you ever been in a supervisory or training position **OR** in a position overseeing a project?

If YES, please give details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date completed  *mnth/year* | Duration  *Months and years* | Country & Situation (e.g. people of another culture, expatriates, national staff) | Name & Type of Organisation (e.g. int. org, public, private sector, NGO) | Responsibilities | No. of staff |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Relevant Qualifications (medical and non-medical)

(Qualifications relevant to the position you are applying for)

|  |  |  |  |
| --- | --- | --- | --- |
| Date completed  *mnth/year* | Duration  *Months and years* | Institution | Name of course |
|  |  |  |  |
|  |  |  |  |

## For medical/health care professionals

Please indicate if, since you obtained your primary qualification, you have completed relevant courses in any of the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Date completed  *mnth/year* | Duration  *Months and years* | Institution | Name of course/diploma |
| **Tropical Medicine** |  |  |  |  |
| **International/ public health** |  |  |  |  |
| **Infectious diseases** |  |  |  |  |
| **HIV/AIDS** |  |  |  |  |

If NO, please give details of any other relevant health-related courses you have undertaken

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

Please tick the applicable boxes below if, since you obtained your primary qualification, you have had more than 6 months’ work experience in any of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Tropical Medicine** | **Infectious Diseases** | **International/Public Health** | **Other/General** |
| □ Kala Azar  □ Malaria  □ Sleeping Sickness  □ Cholera  □ Other (*please specify*)  ………….................  ……………………..  ……………………..  ……………………..  ……………………..  ……………………..  ……………………..  ...............................  …………………….. | □ TB  □ HIV/AIDS  □ STD/STIs  □ Other (*please specify*)  …………………….  …………………….  …………………….  …………………….  …………………….  …………………….  …………………….  …………………….  …………………….  …………………….  ……………………. | □ Vaccination campaign  □ Nutrition  □ Mother & Child Health  □ Epidemiology  □ Other (*please specify*)  …………………….  …………………….  …………………….  …………………….  …………………….  …………………….  …………………….  …………………….  ……………………. | □ Paediatrics  □ Obstetrics/gynaecology  □ Mental Health/Counselling  □ Surgery – trauma  □ Surgery – other  □ Emergency department  □ OT/surgical/recovery  □ ICU  □ Anaesthestics  □ Hospital Management  □ Other (*please specify*)  ………………………….. |

## For candidates with other backgrounds (non-medical)

Please rate your knowledge of the following. This table covers both logistics and administrative functions. Depending on which capacity you are applying in, some topics may not be relevant. If so, please tick ‘None’ for the applicable topics.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Can teach others** | **Can perform independently** | **Theoretical knowledge** | **None** |
| Maintenance of pumps & generators | □ | □ | □ | □ |
| Motor vehicle maintenance | □ | □ | □ | □ |
| Fleet management | □ | □ | □ | □ |
| Energy/electricity | □ | □ | □ | □ |
| Construction & building | □ | □ | □ | □ |
| Cold chain management | □ | □ | □ | □ |
| Water, hygiene & sanitation | □ | □ | □ | □ |
| Supply chain / procurement | □ | □ | □ | □ |
| Biomedical | □ | □ | □ | □ |
| Food & NFI distribution | □ | □ | □ | □ |
| Radio equipment operation / telecommunications | □ | □ | □ | □ |
| Computer set up & maintenance | □ | □ | □ | □ |
| Book-keeping / accounting | □ | □ | □ | □ |
| Budget creation & follow-up | □ | □ | □ | □ |
| Financial reporting | □ | □ | □ | □ |
| Human resource management | □ | □ | □ | □ |
| Implementing HR policy/procedures | □ | □ | □ | □ |
| Recruitment | □ | □ | □ | □ |
| Performance management | □ | □ | □ | □ |

Non-medical applicants may be required to sit a technical test at the interview stage.

## Languages

|  |  |  |  |
| --- | --- | --- | --- |
| **Language Skill** | **Fluent**  (ECTS C1-C2)  I can understand complex speech and texts, and express myself without much hesitation | **Good**  (ECTS B1-B2)  I can understand most of what I hear and read, and can express myself effectively on general topics | **Fair**  (ECTS A2)  I can understand common words and phrases and can express myself in short, simple sentences |
| English | □ | □ | □ |
| French | □ | □ | □ |
| Spanish | □ | □ | □ |
| Portuguese | □ | □ | □ |
| Arabic | □ | □ | □ |
| Other (*please specify*) | □ | □ | □ |

Applicants with language skills may be requested to undertake an assessment.

## Your expectations

□ YES □ NO

*Please tick applicable box*

Are there any countries or projects in which you would prefer not to work?

If YES, why?

|  |
| --- |
|  |

## Do you have experience of travelling, living, or working in an unstable environment i.e. conflict or war zones?

□ YES □ NO

## If YES, please describe:

|  |
| --- |
|  |

## Are you willing to work in unstable environments, i.e. conflict or war zones?

□ YES □ NO

## Why? *(please explain your response, whether it is YES or NO)*

|  |
| --- |
|  |

## References

## At least one of the referees must be a current or recent supervisor or manager. Referees will not be contacted without the applicant’s permission.

|  |  |
| --- | --- |
| **1st referee** | **2nd referee** |
| Title & name: | Title & name: |
| Position & organisation: | Position & organisation: |
|  |  |
| Phone: | Phone: |
| E-mail: | E-mail: |

**We value your feedback. Please answer these questions in order to help us improve our recruitment process.**

## How did you become aware of Médecins Sans Frontières? Please tick all that apply:

|  |  |  |
| --- | --- | --- |
| □ Online ad/article (*specify website*)  ………………………………………………… | □ Print ad/article (*specify source*)  ………………………………………………… | □ Television ad/program (*specify source*)  …………………………………………………. |
| □ Radio program (*specify source*) | □ Friend, colleague, professional contact (*specify source*) | □ MSF donor/supporter/fundraiser |
| □ Conference/public event (*specify source*) | □ Presentation by MSF field worker | □ Seeing/working alongside an MSF project  in the field |

**How did you learn more about Médecins Sans Frontières before deciding to apply?** Please tick all that apply:

□ Recruitment Information Evening *Specify location/date* (*e.g.* *Brisbane, May 2009*)

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

□ Discussion with a Field Worker or Médecins Sans Frontières staff member

□ Médecins Sans Frontières Australia website

□ Médecins Sans Frontières Australia webinar presentation

□ Other methods (*please specify details) ………………………………………………………………………………*

## Privacy declaration: I agree to Médecins Sans Frontières (MSF) collecting relevant information (e.g., work references, police reports, verification of my work rights with immigration authorities) about me in relation to my application for field work for MSF, including information regarding my performance in the field should I be successful in my application. The information collected will only be used and disclosed for MSF purposes in accordance with MSF-Australia’s Privacy Policy. MSF-Australia’s Privacy Policy also contains information on how you can access or correct your personal information, who MSF disclose your personal information to (including overseas recipients) and how you can lodge a complaint about a breach of the Australian Privacy Principles. A copy of our Privacy Policy is available on request and on our Web site: [www.msf.org.au](http://www.msf.org.au). If you do not wish MSF to collect the relevant information, MSF will be unable to process your recruitment application form.

Médecins Sans Frontières has a Child Protection Policy in place and all field workers are required to comply. A copy of the policy is available on request and on our web site: [www.msf.org.au](http://www.msf.org.au)

□ *The above privacy statement has been read and understood.*

Signature: ……………………………………………………. Date: ………………….

Please email your application form, CV **AND** letter of motivation to: [sydneyfieldhrrecruitment@sydney.msf.org](mailto:sydneyfieldhrrecruitment@sydney.msf.org)

In the email subject line please enter “Application – *first name.last name”*