



Application Form – International Employees

CONTACT INFORMATION	
First name	
Last name	
Date of birth (optional)	
Gender (optional)	
Marital status (optional)	
Children and ages (optional)	
Home address	
Home address (continued)	
Nationality	
Telephone number	
E-mail address	
Skype address	

POSITION and AVAILABILITY	
What position are you applying for?	
What date are you available to start?	
For how long can you commit to this position?	

EDUCATION/QUALIFICATIONS		
School/University/TAFE etc...	Degree/Diploma/Certificate etc...	Graduation date/year

EMPLOYMENT HISTORY (please list your 3 most recent positions)		
Company/Organisation	Position held	Period of employment





MOTIVATION

Why do you want to work at The School of St Jude?

KEY STRENGTHS

What are your key strengths? Explain how these strengths will meet the skills and experience required for employment at The School of St Jude?

KEY ATTRIBUTES

What are your key attributes/personality traits? Explain how these attributes make you the ideal person to work at The School of St Jude?

WORK HISTORY:

What has been your favorite job, or a particular project, that you have worked on? Explain why it was your favourite - what did you enjoy most and what did you enjoy least?





ABOUT YOU

If your family or friends were asked to describe you, what would they say?

If you could have dinner with any two people, who would they be and why?

You will live and work with a group of people who are from a wide variety of backgrounds, have different personalities and are of varying ages. How will you cope with the challenges of this work and residential environment? What personal adjustments may you have to make to contribute positively?

Why do you expect to have achieved by the end of your time at The School of St Jude?





**The School
of St Jude**

SPECIAL HEALTH and/or OTHER NEEDS

Do you have any physical or mental health issues or needs? If so, how do you propose to manage them?

Empty response box for special health and/or other needs.





REFERENCES	
Professional referee (Current Supervisor)	
Name	
Company / Organisation	
Position held	
Phone number	
Email	
Professional referee (Current or Recent)	
Name	
Company / Organisation	
Position held	
Phone number	
Email	
Personal referee (not a family member)	
Name	
Relationship	
How long have they known you?	
Phone number	
Email	
IN CASE OF EMERGENCY:	
First Emergency Contact	
First name	
Last name	
Home address	
Home address (cont)	
Country	
Phone number	
Email	
Relationship	
Second Emergency Contact	
First name	
Last name	
Home address	
Home address (cont)	
Country	
Phone number	
Email	
Relationship	





APPLICATION AGREEMENT:

By submitting this application, I affirm that the facts set forth in it are true and complete.

I understand that:

- If I am accepted as an international employee or short term volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.
- There is limited access to mental health support, facilities and professionals in Arusha.
- I may be asked to provide proof of my health to the School's medical insurance provider.
- I am required to provide a 'Working with Children and/or National Police Check certificate (or equivalent thereof) from my home regulatory authority, prior to my arrival.
- I will contribute AUD \$650 to The School of St Jude prior to my arrival as a contribution towards work and residence permit costs; and if required, USD \$250 payable at airport of entry to Tanzania for a Business Visa.
- I will attach an application letter, Curriculum Vitae and University/College Qualification Certificates
- I will be liable for my travelling costs to Arusha including travel insurance and vaccinations.

Name (Printed)	
Signature	
Date	

OUR RECRUITMENT POLICY:

It is the policy of this organisation to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age, and/or disability.

The School's recruitment process involves:

- application submission
- shortlisting
- Skype interviews (and/or face-to-face interviews if applicant is located in Tanzania)
- reference checks
- job offer
- work and residency permits' application process.

The School's onboarding process involves:

- pre-arrival information sessions provided via email and/or Skype by a current international employee
- post -arrival induction provided by HR and Supervisor.

We would like to know how you heard of us: _____
(i.e. web/radio/newspaper/ newsletter/family/friends, etc.)

If you have any questions please email HR at: recruitment@schoolofstjude.co.tz

Thank you for completing this application form and for your interest in working with us.

