



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/College 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 favourite 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?

You will 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 this diverse working environment? What personal adjustments may you have to make to contribute positively?

What would you like to achieve during your time at 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?

**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	





**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 employee at The School of St Jude, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.
- I will be asked to provide proof of my original education certificates prior to commencement of employment.
- I have no records of criminal history or any allegations of child abuse and may be required to provide proof of this through either a National Police Check certificate or equivalent prior to commencing employment.
- I will attach an application letter, Curriculum Vitae and University/College Qualification Certificates.

**For international applicants:**

- I will contribute AU\$650 to The School of St Jude prior to my arrival as a contribution towards work and residence permit costs; and if required, US\$250 payable at airport of entry to Tanzania for a Business Visa.
- I will be liable for my travelling costs to Arusha, Tanzania 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/Zoom interviews (and/or face-to-face interviews if applicant is located in Tanzania)
- reference checks
- job offer
- work and residency permits' application process for international employees

The School's onboarding process involves:

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

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

If you have any questions please email HR at: [recruitment@schoolofstjude.co.tz](mailto:recruitment@schoolofstjude.co.tz)

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

