

*Legal Seat – Helsinki, Finland*

**WORLD FEDERATION OF THE DEAF**

An International Non-Governmental Organisation in official liaison with ECOSOC, UNESCO, ILO,

WHO and the Council of Europe. WFD was established in Rome in 1951.

PO Box 65, 00401 Helsinki, FINLAND

[**www.wfdeaf.org**](http://www.wfdeaf.org/)

HUMAN RIGHTS OFFICER

WORLD FEDERATION OF THE DEAF

Application Form

**Confidentiality**

All information shared on the Application Form will be treated in a confidential manner. Please note that this front page containing your personal details will be detached from the rest of your application during the shortlisting process to ensure equal opportunity during this process.

**Responses should be typed.**

Please send:

* Completed Application Form
* Curriculum Vitae
* Unedited writing sample in English outlining your experience in a leadership or management role including an example of a challenge you faced and the lessons learnt from that challenge. The writing sample should not exceed one A4 typed page.
* Video in International Sign (maximum of two minutes long) explaining about your experience with international human rights work. The video should be available in Vimeo or YouTube. Please provide a link to the video when emailing your application material.

The application material should be sent to the attention of the WFD Executive Director at [eeva.tupi@wfd.fi](mailto:eeva.tupi@wfd.fi) by **Friday, 4 January 2019 at 4pm Finnish time**, indicating in the subject line: “**WFD Recruitment – Human Rights Officer”**.

A confirmation of receipt will be sent to you via email by Friday, 4 January 2019. Should you not receive a confirmation after this date, please contact the WFD Executive Director via email at [eeva.tupi@wfd.fi](mailto:eeva.tupi@wfd.fi)

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **First Name:** |  |
| **Surname:** |  |
| **Street address:** |  |
|  |  |
| **City:** |  |
| **Post Code/State:** |  |
| **Country:** |  |
| **Email:** |  |
| **Mobile Number:** |  |
| **Skype ID:** |  |

1. **HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of University:** | **Location:** | **Dates (From / to)** | **Qualification achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **PRESENT AND PREVIOUS OCCUPATIONS**

Please provide details of your occupation(s) starting with the current and/or most recent.

**Employer 1:**

|  |  |
| --- | --- |
| **Employer** |  |
| **Street address:** |  |
|  |  |
| **City:** |  |
| **Post Code/State:** |  |
| **Country:** |  |
| **Email:** |  |
| **Mobile Number/Telephone:** |  |
| **Dates of Employment:** |  |
| **Position/Job Title:** |  |

**Employer 2:**

|  |  |
| --- | --- |
| **Employer** |  |
| **Street address:** |  |
|  |  |
| **City:** |  |
| **Post Code/State:** |  |
| **Country:** |  |
| **Email:** |  |
| **Mobile Number/Telephone:** |  |
| **Dates of Employment:** |  |
| **Position/Job Title:** |  |

**Employer 3:**

|  |  |
| --- | --- |
| **Employer** |  |
| **Street address:** |  |
|  |  |
| **City:** |  |
| **Post Code/State:** |  |
| **Country:** |  |
| **Email:** |  |
| **Mobile Number/Telephone:** |  |
| **Dates of Employment:** |  |
| **Position/Job Title:** |  |

1. **TRAINING AND DEVELOPMENT**

Please give details of any training courses attended during the last three years that are of direct relevance to your application.

1. **LANGUAGE SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sign Language(s)** | **Excellent** | **Very good** | **Good** | **Basic** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Literacy (reading and writing)** | **Excellent** | **Very good** | **Good** | **Basic** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Spoken Language(s)** | **Excellent** | **Very good** | **Good** | **Basic** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **COMPUTER LITERACY**

Please indicate your computer knowledge stating all the software programmes with which you are familiar.

1. **HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?**

Have you been convicted of a crime or been incarcerated in connection with a crime in the past seven years?

Please select: 🞏 Yes 🞏 No

If yes, please provide more information:

1. **IF YOU WERE SHORTLISTED FOR INTERVIEW, WOULD YOU HAVE ANY SPECIAL REQUIREMENTS SUCH AS TIMING OR THE PRESENCE OF AN INTERPRETER? PLEASE SPECIFY.**
2. **REFERENCES**

Please provide the names, email addresses and telephone numbers of three referees, one of whom should be your present or most recent employer. Referees will not be contacted without your prior permission.

**Referee 1:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Email:** |  |
| **Mobile Number/Telephone:** |  |
| **What is your connection with this referee:** |  |

**Referee 2:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Email:** |  |
| **Mobile Number/Telephone:** |  |
| **What is your connection with this referee:** |  |

**Referee 3:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Email:** |  |
| **Mobile Number/Telephone:** |  |
| **What is your connection with this referee:** |  |

1. **DECLARATION**

I declare that the information provided on this Form is correct to the best of my knowledge and I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Signature:** |  |
| **Date:** |  |

Once completed, please return this Form, together with your CV, unedited writing sample in English and a link to International Sign video via email to the WFD Executive Director: [eeva.tupi@wfd.fi](mailto:eeva.tupi@wfd.fi) **by Friday, 4 January 2019,** indicating in the subject line: “**WFD Recruitment – Human Rights Officer”**.

Closing date for receipt of applications: **Friday, 4 January 2019, 4pm Finnish time**. Applications received after this date will not be considered.