



DRG OPD Regional Fellowship Application Form

- **Confidential.** All information given on the application will be treated in a confidential manner.
- Please **complete in type only**. Once completed, please return this form via email to **Consultancy@ida-secretariat.org** indicating in the subject line the region you are applying for (select one): “**Africa, Asia, Latin America, Middle East and North Africa or Pacific**” and “**DRG OPD Fellowship**”.
- We kindly ask candidates not to attach a separate CV or motivation letter to the application. This will not be reviewed and only the application form will be assessed.
- After receiving your application, a confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
- **Closing date for receipt of applications: 04/12/2021.**
- **Only completed application forms will be accepted.** Any applications received after the closing date will not be considered. *Only shortlisted applicants will be informed about the next steps of selection process.* If you are unsuccessful, you will receive this notification by email.
- Note: IDA Board Members and Board Member of IDA’s Member Organizations are not eligible for this Fellowship Programme.

1. Forename(s) or given name:

Surname:

Home address:

Telephone (mobile):

E-mail:

2. Education

General education (schools from age 16)

Name and address of school	From/to	Qualifications obtained (level and grade)

Further/higher education

Name and address of college/university	From/to	Full-/part-time	Qualifications obtained

3. Training and development

Please give details of any training courses attended which are of direct relevance to your application.

4. Membership of technical or professional bodies

5. Present and previous occupations/ relevant work and voluntary experience

Please give details of your occupation(s) starting with the most recent. Please include any unpaid work that is relevant to the post and explain any gaps.

Employer's name and address (please start with current/most recent)	From/to (month/year)	Position held including brief description of your duties

6 Language and communication skills, including sign language

6.1 Reading skills

Language	Excellent	Very good	Good	Basic

6.2. Writing skills

Language	Excellent	Very good	Good	Basic

6.3. Verbal skills

Language	Excellent	Very good	Good	Basic

7. Computer literacy

Please indicate your computer knowledge stating all the software programmes you are confident using.

8. Please share with us why you think you are relevant experience and skills for this role. Please share examples of relevant work/ voluntary experience that qualifies you for this role and any further information about yourself that is relevant to this application. Please keep your response to one page. (NOTE: This section of the application is one of the most important and will be considered as your motivation letter to the vacant position within our organisation)

9. Supplementary information

What is your preferred reading medium? Please underline:

Ordinary print/digital format

10. If you were short listed for interview, would you have any accessibility / reasonable accommodation requirements such as timing, wheelchair access or the presence of an interpreter or signer etc? Please specify.

11. Have you ever been convicted of a criminal offence?

12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of at least two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.

A. Name:

Position:

Address:

Telephone number:

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

B. Name:

Position:

Address:

Telephone number:

E-mail:.....

What is your connection with this referee?

May we approach this referee prior to interview?

C.Name:

Position:

Address:

Telephone number:

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

Declaration

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

Signed

Date