



COMMONWEALTH SECRETARIAT

For official use

Date received

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APPLICATION FORM Headquarters Recruitment

Important

Please complete the form clearly by typing or in block capitals (black ink).

A short covering letter and your Curriculum Vitae detailing your experience and skills in relation to the competencies and other requirements for the position for which you are applying, should be attached to this form.

*Note: * indicates mandatory fields. If the mandatory fields are not fully completed your application cannot be processed.*

Section 1 Vacancy details

Post applied for*

Reference*
(see website)

Please state where you saw the vacancy advertised*

Section 2 Personal details

Title* Mr/Mrs/Ms/Dr. etc. Date of birth* dd/mm/yyyy

Surname* Gender* male/female

Other names Status single/married if other please specify

Present nationality(ies)* Previous nationality(ies)

Contact address* Permanent address please tick if same as contact address

Country*

Country

Postcode

Postcode

Home Telephone*

Work Telephone

Home Fax

Work Fax

E-Mail*

Mobile

Do you have a right of residence in the United Kingdom?

References

All appointments are subject to **three** satisfactory references, one of which must be your current/last employer. If you are included in a shortlist we will contact your referees. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character.

	Current/last employer	Referee 1	Referee 2
Name*			
Organisation*			
Position			
Contact Address			
or E-Mail*			
Postcode			
Telephone			
Fax			

Please note that E-Mail is our preferred method of contacting your referees, please supply it as a preference.

Do you permit us to approach your current employer without contacting you again?*

If the question is not answered we will assume that we can contact your current employer

Dependants

Details of your dependants, spouse and children (under 21)

Name	Relationship	Date of Birth

Health

Do you, or any of your dependants who may reside with you, have any medical conditions or physical disability that may affect your work, travel by air, or residence in another country? *If yes, please attach details*

Convictions and forced resignations

Have you ever been convicted of any offence (excluding minor traffic violations)?

Have you ever been discharged or forced to resign from any positions of employment?

If yes please send details in a separate sealed envelope, marking your name and the post applied for on the envelope to the address below.

Relatives working for the Commonwealth Secretariat

By long-standing convention the immediate family members of staff members will not be considered for vacant posts.

Do you have any relatives currently employed by the Commonwealth Secretariat?

If yes, please give their name(s) and their relationship(s) to you

Have you been previously employed by the Commonwealth Secretariat?

If yes, please state the position and period of employment

Have you previously applied for a post in the Commonwealth Secretariat?

If yes, please specify up to the three most recent:

Date applied:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Declaration

I declare that the information I have given on this form and in my curriculum vitae is complete and correct to the best of my knowledge. I understand that any false answers or the withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for its immediate cancellation if an appointment has been accepted.

Signed

Date

Please return the form to the address below.

Human Resources Section (HQ Recruitment)
Commonwealth Secretariat
Marlborough House
Pall Mall
London
SW1Y 5HX
United Kingdom

Fax: +44 (0)20 7747 6520

Email: HQ-Recruitment@commonwealth.int

Thank you for taking the time to complete the application.