



*Building
houses,
building
hope*

Application Form for Employment

Position Applied for : _____

Based in : _____

Expected minimum salary for this position **US\$** _____

1. Personal Data

Name : _____ Gender : _____

Date of Birth : _____

Present Address : _____

Telephone Number : _____

Passport/ID Card N° : _____

Issued on : ____ / ____ / ____ Issued by : _____

In case of emergency notify:

Name : _____ Relationship : _____

Address : _____

Telephone Number : _____

House #35, St. 478
Sangkat Psar Deum Tkov
Khan Chamcar Morn
Phnom Penh
Kingdom of Cambodia

P.O Box 2452 Phnom Penh 3
Tel/Fax: (855) 23 997840

E-Mail: info@hfhic.org

2. Employment

List past three employers or voluntary assignments beginning with the most recent. Indicate any name change or any employer you do not wish for us to contact.

Name and address of Employer	Date Employed	Base Salary
	From :	Start :
	To :	Ending :
		Business Phone _____
Position Title : _____		
Describe main duties and accomplishments : _____ _____		
Supervisor's Name : _____		
Supervisor's Title : _____		
Reason for Leaving : _____		

Name and address of Employer	Date Employed	Base Salary
	From :	Start :
	To :	Ending :
		Business Phone _____
Position Title : _____		
Describe main duties and accomplishments : _____ _____		
Supervisor's Name : _____		
Supervisor's Title : _____		
Reason for Leaving : _____		

Name and address of Employer	Date Employed	Base Salary
	From :	Start :
	To :	Ending :
		Business Phone _____
Position Title : _____		
Describe main duties and accomplishments : _____ _____		
Supervisor's Name : _____		
Supervisor's Title : _____		
Reason for Leaving : _____		

3. Language Ability

Please rate yourself according to the definitions listed below:

	0. Poor	1. Fair	2. Good	3. Fluent and Accurate
		Verbal	Written	
English	:	_____	_____	
Khmer	:	_____	_____	
<i>Others</i>				
_____	:	_____	_____	
_____	:	_____	_____	

4. Additional Questions (Attached additional sheets if necessary)

How did you hear about Habitat for Humanity® International in Cambodia?

Why do you think your experience and skills fit this position?

Have you ever been dismissed or suspended from employment?

If Yes, give reasons:

Do you have any close friends or relatives employed by Habitat for Humanity® International in Cambodia?

If Yes, give Name, Position, Department/Project:

If offered assignment with Habitat for Humanity® International in Cambodia, how soon will you be available to begin work?

Habitat for Humanity® International in Cambodia is an ecumenical Christian NGO and being a Christian is not a requirement for employment. Staff members are expected to uphold the mission and principles of the organization. Moreover, the organization has activities that are Christian in nature but without any intent to convert anyone to becoming a Christian, which staff members are expected to participate and the country director expected to lead.

Based on the above statement, how would you feel about working for Habitat for Humanity® International? How does HFHI values and principles as a Christian organization that seeks to serve the poor fit into your personal values, beliefs and principles.

Explain at least 3 values that you consider most important in your working life?

Explain your leadership principles?

What is your salary expectation? (Include other benefits that you expect to be part of the compensation package)

7. References

List 2 professional and 1 personal referees who are most familiar with your professional capabilities and experience and your character *(please do not list relatives)*.

Name	:	_____	Years Known:	_____
Contact Information	:	_____		
Organization and Position	:	_____		
Relationship	:	_____		
Name	:	_____	Years Known:	_____
Contact Information	:	_____		
Organization and Position	:	_____		
Relationship	:	_____		
Name	:	_____	Years Known:	_____
Contact Information	:	_____		
Organization and Position	:	_____		
Relationship	:	_____		

I authorize the references listed above to provide HFHI any and all information concerning my previous employment and any pertinent information that they may have.

To the best of my knowledge, the answers to all of the questions contained herein are true and correct, and I have not knowingly withheld any information, which might in any way affect this application. I understand that any misstatements or omissions of material facts to this application may be cause for dismissal.

Signature of Applicant: _____ Date: _____

Thank you for your interest in a position with Habitat for Humanity® International in Cambodia. Because of the large number of applications we receive, we will be able to respond only to those candidates who will be invited for test and/or interview.