**Deputy Regional Representative**

**Application Questionnaire (September 2021)**

Please complete this questionnaire and submit it, along with your CV and cover letter. Please note all questions with an \* are required, others are optional. Note, Oxfam will be the contracting agency (host) for this role – so this form includes both reference to CaLP and Oxfam.

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| --- | --- |
| Email |  |
| Language\* |  |
| Title |  |
| First name\* |  |
| Last name\* |  |
| Contact Telephone Number (including country code) |  |
| Skype Username |  |
| Address 1 |  |
| Address 2 |  |
| Town/City |  |
| Country |  |
| Post Code / Zip Code |  |
| Do you consider yourself to have a disability? |  |
| If yes, please give details (this info is for work set up purposes only) |  |
| Current Company |  |
| Current Job Title |  |
| Current Department/Business Area |  |
| Current Salary (per annum) |  |
| Required Salary (per annum) |  |
| Contact HR (or current job line-manager) |  |
| Where Did you Hear About This Job? |  |
| What is your current notice period/earliest available start date? |  |
| Which countries do you have the right to  work in without a work permit? |  |
| Do you currently have 'priority' status with Oxfam (e.g. at risk of redundancy?) |  |
| Have you ever been dismissed from employment? |  |
| Have you ever had any disciplinary action taken against you which may relate to work with children/vulnerable adults or have you been investigated for a safeguarding related issue? |  |
| Is there any other information that may be relevant to your application, such as pending investigations or disciplinary actions? |  |
| Please confirm the following: “I can confirm that I am not prohibited from working with children and/or adults at risk” |  |
| Do you hold any unspent criminal convictions? A conviction will not necessarily exclude you from employment with CaLP/Oxfam, but will be taken into consideration when assessing your  suitability for this particular position. |  |
| Do you have any personal, family (or close intimate), or business relationships with anyone at Oxfam or CaLP? We are asking this question to ensure that any potential conflicts of interest are known and discussed during the recruitment process. |  |
| Should you be successful at the interview stage, you will be expected to submit details of referees covering five years of employment. Please select 'yes' if you are able to provide details of referees covering the above time periods. If you are unable to, please explain the reason(s).  If you are an internal candidate already employed by Oxfam GB, Please state 'Yes', you will be  informed of the internal reference guidelines by HR. |  |
| If applicable, please explain any gaps in your employment history during the  last five years. |  |