



### JOB APPLICATION FORM

SSHFC adheres to the highest standards of confidentiality and the information provided to support your application while completing this form will be kept in confidence. Do kindly read the application guidelines before completing the form.

Please send your completed application form as an email attachment to [recruitment@sshfc.gm](mailto:recruitment@sshfc.gm). DO specify in the email subject heading the name of the position you wish to apply for. Alternatively, you can personally deliver your application at the SSHFC Corporation registry office in Banjul **addressed to the Director of Human Resources and Administration.**

<b>Position Being Applied for:</b>	<b>Advertised in:</b>
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#### 1. Personal Information:

<b>First Name:</b>		<b>Title:</b>	
<b>Middle Name</b>			
<b>Former Name: (if applicable)</b>			
<b>Current Address:</b>			
<b>Contact Number/s:</b>		<b>Email Address:</b>	
<b>Nationality:</b>		<b>Date of Birth:</b>	

<b>Have you made any previous application to SSHFC Please state post(s) and approximate date(s)</b>	Yes	No
<b>Have you previously been employed by SSHFC? If yes, please give details on current or previous employment section</b>	Yes	No

**2. Employment History:**

Please complete this section starting with your **CURRENT OR MOST RECENT EMPLOYER**

<b>Employer:</b>			
<b>From:</b>		<b>To:</b>	<b>Notice Period:</b>
<b>Reason for Leaving:</b>			
<b>Salary:</b>			
<b>Benefits:</b>			
<b>Precise Description of Main Duties and Responsibilities:</b>			

Please note that this table below requires previous employment history starting with the most recent. The gaps if any, in employment dates would require explanation in relevant sections below

<b>Position Held and date of employment:</b>	<b>Organization/Employer:</b>	<b>Key responsibilities</b>	<b>Reason for Leaving:</b>

**3. Education and Qualification starting with the most recent achievement.**

<b>Name of Awarding Institution: (University/College/School)</b>	<b>Dates (from-to):</b>	<b>Programme/Course</b>	<b>Award:Result/Grade /Degree</b>


**Fellowship/Membership of professional associations and/or institutes (If applicable)**

<b>Professional Body</b>	<b>Address of Professional Body</b>	<b>Registration No:</b>	<b>Membership status</b>	<b>Expiry date</b>

**Please give detail accounts of other relevant trainings or work related skills possessed which may be relevant to this application: e.g. languages, IT and managerial experience etc.**

**The By-Laws of SSHFC require that the information submitted by all the job applicants be verified.**

**4. References:**

It is required that all applicants provide at least two referees; one of whom should be the former employer of the applicant. Both of the referees will be contacted to obtain **employment references** describing the applicant’s suitability for the position being applied for. SSHFC reserves the rights to request more referees where necessary or contact employers not mentioned below.

<b>1. Name:</b>	<b>2. Name:</b>
<b>Position Held:</b>	<b>Position Held:</b>
<b>Relationship:</b>	<b>Relationship:</b>
<b>Organization Address:</b>	<b>Organization Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email:(preferably work email address)</b>	<b>Email:(preferably work email address)</b>
Can SSHFC contact the referee at any stage of the recruitment process without informing the applicant? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	Can SSHFC contact the referee at any stage of the recruitment process without informing the applicant? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

**5. Supporting Statement**

**Supporting Statement:**

This section provides you with the opportunity to demonstrate how you meet the criteria and are the best candidate for the position advertised. The statement must **not be longer than 2 sides of A4 paper** (minimum font size 11).

**6. DECLARATION**

I hereby confirm to the best of my ability that the information provided in this form is true, accurate and complete. I am fully aware and agree that if I am hired for this post at SSHFC based on this information provided any false statement shall warrant the termination of my appointment.

**Full Name:**

**Signature:**

**Date:**