

QUNO Staff Application Form

Please complete this form electronically, or fill in black and send as a scanned electronic copy.

Position applied for:

Have you ever applied to the Religious Society of Friends or to QUNO before? (If so, please give dates and details):

PLEASE USE BLOCK LETTERS FOR NAMES AND ADDRESSES

Surname:	First name(s):
Present address:	Email:
Postcode:	Tel:
	Mobile No:

NATIONALITY

What is the nationality specified on your passport?

If not a Swiss or European Union national, do you already have permission to work in Switzerland and if so, under what status?

What does Quakerism mean to you?

Are you a member or Attender of a Quaker meeting?

If so, please give the name of your local meeting

EDUCATION

Please give dates of attendance at schools and colleges, and examination results

Secondary school:
College / university:
Other qualifications (including professional or vocational):

CURRENT / MOST RECENT EMPLOYMENT

Dates	
Name & address of employer	
Salary	
Reason for leaving	
Position(s) held, and details of duties	

May we contact your current / most recent employer for a reference?

PREVIOUS EMPLOYMENT (starting with the most recent)

Dates (month and year)	Name and address of employer, nature of business / work	Position(s) held, details of duties and reason for leaving	Salary

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VOLUNTARY / UNPAID WORK

Please give details of activities and positions held:

IT EXPERIENCE

Please give details of your experience in word processing, and other computer skills / software with which you are familiar:

If you have a working knowledge of languages other than English, please give details here:

Periods of time living / working in different countries:

Special areas / subjects of personal interest to you

Please enlarge here or in a supporting letter on your reasons for applying for this post and explain what particular qualities you think you can bring to it:

Please continue on additional sheets if necessary.

REFEREES

Please provide the names and contact details of three referees (not relatives) who have known you for at least two years. One of your referees should be a current or previous employer, please indicate which one this is in the top row and give the referee's job title. If any of your referees is a Quaker, please indicate this in the top row.

Name:			
Address:			
Tel:			
Fax:			
Email:			

Date _____ Signature _____

I confirm that all information provided in this application for employment is true (an electronic signature is acceptable)

Please email the completed application to qunojob@quno.ch with "Programme Assistant" in the subject line. If you do not receive an automatic acknowledgement please inform us. While we are grateful for all applications, we are only able to further correspond with short listed candidates.