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| gp_logo_green**APPLICATION FORM**  |

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| **APPLICATION FORM FOR THE POST OF:****Junior Administration Officer** | **NOTES:**To complete this form, please refer to the “Recruitment Pack” Do not attach any CV or resume.Please complete and email this form to jobs.id@greenpeace.org |

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| **1. PERSONAL DETAILS** |

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| **Name:**  |
| **Address** |  **Home** **number:****Mobile number**:  |
| **Email address****Skype id** | **Place of Birth** |

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| **2. PRESENT OR MOST RECENT EMPLOYMENT** |

**1.**

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| Employer’s name & address: | Date of employment (FROM-TO)Period of notice required:  | CURRENT GROSS SALARY | COMPANY BENEFITS | COMPANY SIZE ( total number of staff in organization) and Number of person being managed |
| Nature of business |
| **Position Held:** |
| **Duration of contract and type of contract (temporary/permanent) :**  |
| **Duties and Responsibilities:** |
| **3. PREVIOUS EMPLOYMENT** |  |  |  |
| **FROM****Month/Year** | **TO****Month/Year** | **EMPLOYER** | **POSITION and DESCRIPTION OF DUTIES AND RESPONSIBILITIES** | **GROSS SALARY** | **COMPANY BENEFITS** | **COMPANY SIZE** (total number of staff in organization) and number of person being managed |
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| **4. EDUCATION/ TRAINING (QUALIFICATIONS/CREDENTIALS/CERTIFICATIONS)** |
| **FORMAL SCHOOL/COURSE**  | **INCLUSIVE DATES** | **TITLE/DEGREE** |
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| **TRAINING/SEMINARS** | **DATES** | **CERTIFICATION** |
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| **5. HOBBIES/SPECIAL INTERESTS** |
| **Hobbies:** **Special interest:**  |
| **6. SELECTION CRITERIA** |
| **Use each of the requirements listed in the job description and qualifications and skills required as a heading** and **demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment and/or elsewhere**. (Use additional sheets if required). |
| **7. HOW DID YOU LEARN ABOUT THI S POSITION? (specify newspaper name, online site, other sources)** |
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| **8. EXPECTED GROSS SALARY** |

**INORMATION**

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| Kindly indicate your expected gross salary for this position |
| **9. EMERGENCY CONTACT**  |

**. ADDITIONAL INFORMATION**

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| Name: Home/Mobile numbers:Address: Relationship to the applicant: |

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| **10. REFERENCES** |
| Please give details of at least three people, not related to you, who can be approached for references as to your suitability for the position.  |
| Name: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position/Company: How is he/she related to you:Telephone No: Mobile Phone: Email Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name: Address: Position/Company: How is he/she related to you : Telephone No:Mobile Phone: Email Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Name: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position/Company: How is he/she related to you :Telephone No:Mobile Phone: Email Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name:AddressPosition/Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How is he/she related to you:Telephone No:Mobile Phone: Email Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **11. SHARING YOUR APPLICATION FORM** |

**. ADDITIONAL INFORMATION**

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| Occasionally, we share application forms with like-minded organizations who are recruiting for similar position. Would you like us to pass on your details or application forms to them? **YES ( ) NO ( )** |

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| **I confirm that to the best of my knowledge, the information given on this form is correct.****Date of Application:**  |

To help us review your application more efficiently, when electronically sending your application, we advise you use the following format, as shown in the example.

Example:

To: **jobs.id@greenpeace.org**

Subject: **Junior Administration Officer\_Adi Wijaya**

Kindly use **the position** you are applying for **AND** **your full name** as file name for your application form. (i.e **\_ Junior Administration Officer\_Adi Wijaya**)

Thank you for your application for this position. The review of resumes and applications will take approximately three weeks to complete. Afterward, you will be contacted if we need additional information or wish to schedule a phone or personal interview with you. If you are not contacted, this is the only correspondence that you will receive.

Again, thank you for considering Greenpeace as an employee.