



## APPLICATION FORM

APPLICATION FORM FOR THE POST OF:

### Fundraising Manager

**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](mailto:jobs.id@greenpeace.org)

## 1. PERSONAL DETAILS

Name:

Address

Home number:  
Mobile number:

Email address

Skype id

Place of Birth

## 2. PRESENT OR MOST RECENT EMPLOYMENT

Employer's name & address:

Date of employment  
(FROM-TO)

CURRENT  
GROSS  
SALARY

COMPANY  
BENEFITS

COMPANY  
SIZE  
( total number of  
staff in  
organization) and  
Number of person  
being managed

Period of notice required:

Nature of business

<b>Position Held:</b>						
<b>Duration of contract and type of contract (temporary/permanent) :</b>						
<b>Duties and Responsibilities:</b>						
<b>3. PREVIOUS EMPLOYMENT</b>						
FROM Month/Yea r	TO Month/Yea r	EMPLOYE R	POSITION and DESCRIPTION OF DUTIES AND RESPONSIBILITIES	GROSS SALARY	COMPAN Y BENEFITS	COMPANY SIZE (total number of staff in organization) and number of person being managed

<b>4. EDUCATION/ TRAINING (QUALIFICATIONS/CREDENTIALS/CERTIFICATIONS)</b>		
FORMAL SCHOOL/COURSE	INCLUSIVE DATES	TITLE/DEGREE
TRAINING/SEMINARS	DATES	CERTIFICATION
<b>5. HOBBIES/SPECIAL INTERESTS</b>		
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 THIS POSITION? (specify newspaper name, online site, other sources)

## 8. EXPECTED GROSS SALARY

Kindly indicate your expected gross salary for this position

## 9. EMERGENCY CONTACT

Name:

Home/Mobile numbers:

Address:

Relationship to the applicant:

## 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:

Name:

Address:

Address:

Position/Company:

Position/Company:

How is he/she related to you:

How is he/she related to you :

Telephone No:

Telephone No:

Mobile Phone:

Mobile Phone:

Email Address: _____	Email Address: _____
Name: _____	Name: _____
Address: _____	Address: _____
Position/Company: _____	Position/Company: _____
How is he/she related to you : _____	How is he/she related to you: _____
Telephone No: _____	Telephone No: _____
Mobile Phone: _____	Mobile Phone: _____
Email Address: _____	Email Address: _____

## 11. SHARING YOUR APPLICATION FORM

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 ( )**

**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: **Fundraising Manager\_(Name)**

Kindly use **the position** you are applying for **AND your full name** as file name for your application form. (i.e **\_ Fundraising Manager\_(Name)**)

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.