**Candidate screening form**

All information provided in this form is protected by confidentiality.

Please complete this form in full.

|  |  |
| --- | --- |
| Position applying for: |  |

**Profile**

Please describe yourself in one paragraph.

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| --- | --- | --- | --- |
| Full Name | |  | |
| Current Address: | | | Permanent Address: |
| Phone No. |  | | |
| Email |  | | |

**Education Background**

Please add or remove rows as required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year completed** | **Institution** | **Major** | **GPA** | **Degree** |
|  |  |  |  |  |
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**Courses and Awards**

Please add or remove rows as required.

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| --- | --- | --- | --- |
| **Year** | **Theme** | **Course/Award type** | **Certificate (Yes/No)** |
|  |  |  |  |
|  |  |  |  |

**Work experience**

Please add or remove rows as required.

Please begin with your current/most recent position.

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| --- | --- | --- | --- |
| **Organisation Name** |  | | |
| **Location** |  | | |
| **Date of commencement** |  | **End date** |  |
| **Position** |  | | |
| **Organisation Type** | Business  Not-for-profit  Government  Other | | |
| **Number of Direct Reports** |  | | |
| **Key responsibilities** |  | | |
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| **Reason for leaving** |  | | |

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| --- | --- | --- | --- |
| **Organisation Name** |  | | |
| **Location** |  | | |
| **Date of commencement** |  | **End date** |  |
| **Position** |  | | |
| **Organisation Type** | Business  Not-for-profit  Government  Other | | |
| **Number of Direct Reports** |  | | |
| **Key responsibilities** |  | | |
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| **Reason for leaving** |  | | |

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| --- | --- | --- | --- |
| **Organisation Name** |  | | |
| **Location** |  | | |
| **Date of commencement** |  | **End date** |  |
| **Position** |  | | |
| **Organisation Type** | Business  Not-for-profit  Government  Other | | |
| **Number of Direct Reports** |  | | |
| **Key responsibilities** |  | | |
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| **Reason for leaving** |  | | |

**Additional information**

Please add or remove rows as required.

**LANGUAGE SKILLS**

Please indicate with: F – fluent, P – professional, I – intermediate, B – basic

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| --- | --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** | **Listening** |
| English |  |  |  |  |
| Indonesian |  |  |  |  |
| Other |  |  |  |  |

**COMPUTER SKILLS**

Please indicate with: A – advanced, I – intermediate, B – basic, N – none

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Email** | **Doc/Word** | **Sheet/Excel** | **Presentations** |
| Google |  |  |  |  |
| Microsoft |  |  |  |  |

**INTERESTS/HOBBIES**

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|  |

**References**

Please provide three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reference 1** | **Reference 2** | **Reference 3** |
| **Name** |  |  |  |
| **Position** |  |  |  |
| **Relationship** |  |  |  |
| **Organization** |  |  |  |
| **Phone Number** |  |  |  |
| **Email** |  |  |  |

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| --- | --- |
| How do you know about this vacancy?  DevjobsIndo KerjaNGO LinkedIn Campus Other: | |
| When are you available to commence? | Please indicate the date/month/year |
| Do you have experience working with children? | Yes  No  If yes, please provide some background |
| Current/most recent monthly salary |  |
| Minimum salary expectation with TIF |  |
| Are you open to negotiate salary expectations? | Yes  No |
| Are you willing to travel locally for work? | Yes  No |
| Do you have a valid passport? | Yes  No |
| Do you have a motorbike and/or car driver’s license? | Yes  No |