



FARMERS VOICE AFRICA

(FAVOA)

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Vacancy Application Form

Volunteership/attachment/internship/Job

Once taken, be ready to serve a crucial role in transforming the agricultural sector and the youths. Therefore, it is very expedient for you to commit yourself to the workmanship of transformation and assert yourself as the benchmark of FAVOA.

Take note: Volunteership is unlike the three, as it not fulltime, hence those working are equally encouraged to join us as long as they can manage to be freeing themselves to perform duties and responsibilities for FAVOA when needs arise.

You can complete the form either electronically or in handwriting. If you fill it electronically, use the 'tab' key to move from one answer field to the next. Answer fields will expand to accommodate your answers. Please, return the completed form to the following postal address:

Attention: Human Resource Manager, Farmers Voice Africa, and P.O. Box 2374, Lilongwe, and email to: recruitment@farmersvoiceafrica.org copy to ruthimbrahim@farmersvoiceafrica.org

Or

You can also drop the application by hand @ FAVOA Secretariat: **Area 8, Near Mchesi Market, along Biwi road, Plot no: 08/31.**

Applicant Ref. No: _____

FAVOA Use Only

PERSONAL DETAILS	
SURNAME:	
First Names:	
Other names:	
Date of Birth (<i>dd/mm/yy</i>):	
Physical Address; Village:	T/A: District:
Postal Address;	
Phone number (s)	
E-mail Address:	

Application Details	
<i>Position applied for:</i>	
<i>Date of application (dd/mm/yy):</i>	
<i>How did you first learn about this vacancy? Please name the specific website or source.</i>	
<i>When would you anticipate being able to start work (dd/mm/yy)?</i>	
EMPLOYMENT HISTORY	
<i>Starting with your most recent experience, please provide details of any full or part time employment (including self-employment).</i>	
Dates (From–To):	
Employer & Location:	
Position:	
Key Responsibilities:	
Key Achievements:	

Applicant Ref. No: _____

FAVOA Use Only

Reason for Leaving: Current Salary & Benefits:	
Dates (From–To): Employer & Location: Position: Key Responsibilities: Key Achievements: Reason for Leaving:	<div style="text-align: right; border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div>
Dates (From–To): Employer & Location: Position: Key Responsibilities: Key Achievements: Reason for Leaving:	
Dates (From–To): Employer & Location: Position: Key Responsibilities: Key Achievements: Reason for Leaving:	
PLEASE CONTINUE ON EXTRA SHEETS IF NECESSARY	

VOLUNTARY WORK	
<i>Starting with the most recent, please provide details of any voluntary work or training placements you think are relevant to this application.</i>	
Dates (From–To): Employer & Location: Position:	

Key Responsibilities:	
Dates (From-to):	
Employer & Location:	
Position:	
Key Responsibilities:	
PLEASE CONTINUE ON EXTRA SHEETS IF NECESSARY	

QUALIFICATIONS & TRAINING	
<i>Starting with the most recent, please provide details of any education and/or training (including short courses) that you have completed or are currently undertaking.</i>	
Dates (From – To):	
Educational Institution:	
Results/Qualification:	
Dates (From – To):	
Educational Institution:	
Results/Qualification:	
Dates (From – To):	
Educational Institution:	
Results/Qualification:	
Dates (From – To):	
Educational Institution:	
Results/Qualification:	
Dates (From – To):	
Educational Institution:	
Results/Qualification:	
PLEASE CONTINUE ON EXTRA SHEETS IF NECESSARY	

PROFESSIONAL BODIES

PLEASE LIST MEMBERSHIP OF ANY PROFESSIONAL BODIES

Languages (Written & Spoken)- (Tick where applicable)

MOTHER TONGUE						
OTHER LANGUAGE(S)	Basic Knowledge		Working Knowledge		Fluent	
	Written	Spoken	Written	Spoken	Written	Spoken
Please list						
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION

In this section, we would like you to give your reasons for applying to work with FAVOA and for applying to this particular position. Bearing in mind the post description and person specification, please indicate what experience, skills and interest you would bring to the post.

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REFERENCES

Please give the names and contact details of two referees, one of whom should be your present employer. We will not contact them without your prior consent.

Referee 1:	Referee 2:
Name:	Name:
Job Title:	Job Title:
Capacity in which they know you:	Capacity in which they know you:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Referee 3:	
Name:	
Job Title:	

Capacity in which they know you:
Address:
Telephone Number:
Email Address:

Do you hold any unspent convictions? (Tick as appropriate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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A conviction will not necessarily exclude you from employment with FAVOA, but will be taken into consideration when assessing your suitability for this particular position.

FAVOA is committed to short-listing candidates meeting selection criteria who have a disability or impairment. For this reason, if you are shortlisted and you consider yourself to have a disability or impairment that requires special arrangements, please let us know.

I confirm that to the best of my knowledge the information provided in this document is true and correct and can be treated as part of my contract of the volunteerism. .

Name: _____ Date: _____

Signature: _____

Receipt of every application will be acknowledged. However, you will then only hear from about your success, and be informed that this form doesn't have closing date.

Thank you for your interest to work with FAVOA and for taking time to fill out this application form.