



## ADVERT FOR MEDCAMER ADMINISTRATIVE ASSISTANT

### APPLICATION FORM

Please read the Guidance Notes before completing this form, because we can only determine your suitability for the position from the information you give in this application.

**The closing date for this post is February 22<sup>nd</sup> at midnight.**

Any applications received after this date will not be considered.

Interviews will be held directly or by videocall.

Applications should be submitted through the online form on our website [www.medcamer.org](http://www.medcamer.org).

Postal applications cannot be accepted at this time.

Please Contact us at [contact@medcamer.org](mailto:contact@medcamer.org) if you would like an informal discussion about the role or have any queries.

POSITION APPLIED FOR:		
PERSONAL DETAILS		
Surname:		
First Names:		
Address & Postcode:		
Home Tel. No:	Work Tel. No: (if we may contact you at work)	
Mobile No:	Email address:	
This post does require the use of a vehicle		
Do you have access to the use of a vehicle?	Yes	No
Do you hold a current driving licence?	Yes	No

EDUCATION, JOB RELATED QUALIFICATIONS AND SPECIALISED TRAINING		
EDUCATION - MOST RECENT FIRST		
Subjects	Qualification gained	Grade
JOB RELATED QUALIFICATIONS OR TRAINING		
Course title, date and qualification achieved, if relevant		

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Ref:

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<b>SPECIALISED TRAINING, USE OF IT AND SOCIAL MEDIA EXPERIENCE</b>
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Course title, date and qualification achieved, or describe your experience as relevant to the job description
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<b>PRESENT OR MOST RECENT JOB</b>
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Job Title:	Employer's Name and Address
Salary:	
Notice Required:	

Purpose of Job and Main Tasks:

Reason for Leaving:

PREVIOUS EMPLOYMENT – MOST RECENT FIRST			
Post	Employer	Time in this Role	Reasons for Leaving

<p>Have there been any gaps (of more than two months) in your employment? YES/NO</p> <p>If yes, please provide details below:</p>

VOLUNTARY WORK
<p>Please provide details of any voluntary or community work, including work experience you have been involved in and briefly explain what you know about the health system in Cameroun.</p>

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Ref:

**RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE**

Please use this page to show how you meet the requirements indicated on the person specification. Give details of how you meet the criteria and what evidence you have to show you meet each item. Please structure your statement adopting the key headings of the person specification. Please use no more than two continuation sheets. See Guidance Notes.



## REFERENCES

Please give the names and addresses of two referees. One must be your current or most recent employer. We will only contact your referees if we offer you the position. Any offer of employment will be subject to suitable references.

Name:

Name:

Position:

Position:

Relationship:

Relationship:

Address:

Address:

Email:

Email:

Phone No.

Phone No.

If offered this position, do you intend to continue working in any other capacity? If YES give details:

Yes

No

## DECLARATION

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information, I agree that my application details may be held securely by MEDCAMER.

Signed:

Date:

### 10.1.1 Applicants with a disability -

If you consider yourself to be a disabled person and need any special arrangement to get to the interview, please give us details in the space below and send it with your application form.

Name:

The post you have applied for:

Details of special arrangements you will need:

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Ref:

### ***GUIDANCE NOTES (HOW TO FILL YOUR APPLICATION FORM)***

Please read these notes carefully before completing the application form. It is important that you take your time to fill in the application form as fully and accurately as possible. The decision to invite you for interview is based entirely on the information given on the application form.

#### General Points

- Please complete all parts of the application form and type or use black ink so that when we photocopy the form, it is clear and legible.
- Do not send curriculum vitae, as these will not be considered
- The application pack contains a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications needed and the methods used to assess each of these.

#### Personal Details

- Please be sure to complete the 'position applied for' and closing date sections to ensure that you are considered for the right post.
- Give your full name, address, postcode and telephone numbers.
- If this post requires the use of a vehicle, this will be indicated on the application form.
- Where a post is suitable for job sharing, applications will be asked to state if they wish to consider a job share.

#### Education and Job Related Qualifications

- Give details of your educational qualifications and training, starting with the most recent.
- Include all qualifications, which may be part-time as well as full-time.
- Tell us about any past education and training that you have received as well as any relevant experience/training in your present job.



### Present or Most Recent Job

- If you are employed, please give details about your present job.

### Previous Employment

- Please give details of all your previous jobs since leaving school/college in date order starting with the most recent. Any gaps in your employment history may need to be explained. Use a separate sheet if necessary – please name and number it.

### Voluntary Work

- Many people will have developed relevant skills and knowledge through voluntary work and work experience. You will need to show how you could fit these skills and knowledge into the person specification.
- Think carefully about what you have done in the past, at home, school and leisure, paid or unpaid employment as you may wish to draw on the skills you developed.
- Do not be put off if you have not worked for a long time, think carefully about any experience that you may have gained.

### Relevant Skills, Knowledge and Experience

- This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification.
- Give examples to show how or what you have done to meet each area on the person specification. Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than simply saying you have it.
- For example, if the person specification asks you to demonstrate an ability to recruit volunteers, you may want to describe what methods/processes you have used to do this, at what level and how successful or effective you were.
- Please name and number any continuation sheets.

### References

- Your first referee must be your present employer or if you are not employed at present, your last employer. Please note that we will only take up references if you are offered the post and we may also contact your past employers where it seems necessary.