



# Application for Employment

Please read the Recruitment Pack for this role at [www.railwaychildren.org.uk/who-we-are/jobs/](http://www.railwaychildren.org.uk/who-we-are/jobs/) completing the application form. Please type in the spaces provided and answer as fully as possible.

Please return this form to [jobs.mwanza@railwaychildren.or.tz](mailto:jobs.mwanza@railwaychildren.or.tz) or Railway Children Africa, Programme Office Plot 144/1, Block X Carripoint Street. P.O. Box 138 MWANZA/Tanzania.

## Personal details

Full Name:

Known as:

Address:

Mobile Telephone:

Home Telephone:

Email:

## Post applying for

What position are you applying for?

You will be asked to provide evidence of your right to work in Tanzania (e.g. National ID, Travel Document). Do you currently have the right to work in Tanzania? (if you are an international applicant)

Yes

No

## When would you be available to work for Railway Children Africa?

Include details of any notice period you are required to give.

# Qualifications and Training

Please list any academic, education and professional/work related training or qualifications you have undertaken which would be relevant to working for Railway Children Africa including membership of any professional bodies. You should list in chronological order with the most recent first.

Qualification obtained/ Course completed	Date Achieved	Place of Education

# Employment history

Please outline your full career history starting with the most recent, briefly detailing your main responsibilities. You should include any voluntary posts or other positions of responsibility held. If you have more previous jobs than can be included here, please continue on page 10.

**Employer**

**Dates**

**Job Title**

**Salary**

**Location**

**Reason for leaving**

**Main responsibilities and achievements**

**Employer**

**Dates**

**Job Title**

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**Location**

**Reason for leaving**

**Main responsibilities and achievements**

# Employment history continued

Employer

Dates

Job Title

Salary

Location

Reason for leaving

Main responsibilities and achievements

Employer

Dates

Job Title

Salary

Location

Reason for leaving

Main responsibilities and achievements

## Further information

After reading the job description and person specification, please explain how your skills and experience meet the requirements of the job.

# Reason for application

Please explain your motivation for applying for this role.

# Miscellaneous

Have you applied to Railway Children Africa before?    Yes     No

If yes, when and what position?

Do you know anyone who currently works for Railway Children Africa?    Yes     No

If yes, please state name and position.

# Recruitment monitoring

Please specify where you saw this position advertised:

# Safeguarding

## Criminal Convictions and References

Railway Children Africa is committed to providing a safe and trusted environment and to safeguarding anyone who comes into contact with our work. We implement a range of policies to ensure that we only employ people suitable to work with vulnerable groups and who are prepared to work in line with the high standards of personal conduct we expect.

In line with verifying these standards, job offers are subject to receipt of references satisfactory to Railway Children Africa and you will be required to undertake a certificate of good conduct (Police Check).

Any post that involves directly working with children will not be exempt from the provisions of Tanzania Panel Code act no 16 of 2015, Law of the Child of 2009, and Employment and Labour Act No.6 of 2004 as amended which means that spent convictions must be disclosed and will be considered in deciding whether to make an appointment. In addition to a police check, you will be asked to sign a self-declaration regarding your criminal record post-interview.

## References

- Your referees should include one from your most recent employer and be completed by a senior person with the appropriate authority e.g. your line manager, senior manager or HR manager, not a colleague or peer.
- Both referees should be able to comment on your professional skills/experience and must be able to provide a reference on behalf of an organisation, not in a personal capacity.
- We will not make contact with your referees until an offer of employment has been made.
- Your references should cover your previous four years' employment. If you have worked for more than two employers during this period, please provide details of additional references on page 10.

### Reference 1

**Name:**

**Your relationship:**

**Company:**

**Address:**

**Telephone:**

**Email:**

### Reference 2

**Name:**

**Your relationship:**

**Company:**

**Address:**

**Telephone:**

**Email:**



# Data Protection

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. Railway Children Africa will treat all personal information with the utmost confidentiality and in line with current data protection legislation in Tanzania:

- The Constitution of the United Republic of Tanzania 1977 (16)
- The Electronic and Postal Communications Act of 2010 sections 98 and 99 as amended in 2011 (6) and 2018 (133)
- The Cyber Crimes Act of 2015 Section 7
- The Registration and Identification of Persons Act, CAP 36 R:E 2012
- The Records and Archives Management Act, No. 3 of 2006 Section 16
- Access to Information Act, No. 9 of 2016 Section 6 (1)(b) and section 22
- The Statistics Act No.9 of 2015 Section 26 (1).

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located at [www.railwaychildren.org.uk/who-we-are/jobs/](http://www.railwaychildren.org.uk/who-we-are/jobs/)

# Declaration

- I understand that any offer of employment is conditional and will be subject to receipt of two satisfactory references and a police check.
- I confirm that the information provided on this form and any attachments are to the best of my knowledge correct and complete. I understand that any information later discovered to be incorrect may result in the termination of any agreements made.

I confirm that the above information is complete and correct and that any untrue or misleading information will give Railway Children Africa the right to terminate any employment offered. I understand that any offer of employment is subject to Railway Children Africa being satisfied with the results of relevant checks including references, eligibility to work in Tanzania, qualifications and criminal convictions.

**Signature:**

**Date:**



# Additional Info

