GUARDIAN ANGEL
FOR THE POOR
FOUNDATION

Employment Application Questionnaire

Application for employment: to be completed by the applicant

Thank you for your interest in joining the Foundation, whether as an employee, volunteer or intern. Please complete every section that applies to you, in capital letters or by typing into the fields, and mark any question that does not apply as N/A. You may attach a CV and copies of certificates, but please do not write "see CV" in place of answers. Information you provide will be used only for recruitment purposes and handled confidentially.

1. Position Applied For

Organisation name	Guardian Angel for the Poor Foundation
Position / job title applied for	
Department / unit	
Vacancy reference no. (if any)	

Applying as (optional)

☐ Employee ☐ Volunteer ☐ Intern

How did you hear about this vacancy?

☐ Foundation website
☐ LinkedIn / online job board
☐ Referral by a staff member or volunteer
☐ University / college career office
☐ Newspaper / print advert
☐ Social media
☐ Community, faith group or NGO network
☐ Other (specify below)

Other source or name of referrer	

Type of engagement sought

☐ Full-time
☐ Fixed-term contract
☐ Part-time
☐ Flexible / occasional hours

Earliest available start date	
Notice period with current employer	
Expected salary (ZMW, per month, gross)	

Are you willing to travel to communities / project sites within Zambia if required?

☐ Yes
☐ No
☐ Yes, with some limitations (explain in Section 9)

2. Personal Details

Full name (as on ID document)	
Preferred name (optional)	
NRC or passport number	
Date of birth (optional)	
Nationality	

If you are not a Zambian citizen, what is your work permit status?

- ☐ Not applicable (Zambian citizen)
- ☐ Application in progress
- ☐ Hold a valid work permit / employment permit
- ☐ Would require sponsorship

Permit number and expiry date (if held)	
Residential address	
Town / city and province	
Postal address (if different)	
Mobile phone number	
Alternative phone number	
Email address	

> ***Note:*** *We do not ask for, and you should not provide, information about tribe, religion, marital status, pregnancy, HIV or other health status, political opinion, or any other personal characteristic that is not relevant to the job.*

3. Education and Qualifications

List your education, starting with the most recent. Include secondary school, college, university and trade or technical training.

Institution	Qualification / award	Field of study	From (yr)	To (yr)	Grade / class

4. Professional Certifications and Registrations

List memberships of professional bodies and any certifications or licences held (for example, registration with a professional body for social work, nursing, teaching or accounting, a first aid certificate, or child safeguarding training).

Professional body / certification	Membership or certificate no.	Grade / level	Date obtained	Expiry date

5. Employment History

Start with your current or most recent employer. Include internships, attachments, voluntary work and self-employment. Please explain any gaps in employment of more than six months below.

Employer and location	Position held	From (mm/yy)	To (mm/yy)	Main duties and achievements	Reason for leaving

May we contact your current employer before an offer is made?

- ☐ Yes
- ☐ No
- ☐ Not currently employed

Explanation of any gaps in employment

6. Skills and Competencies

Relevant skills and experience (tick all that apply)

- ☐ Community outreach and mobilisation
- ☐ Project / programme management
- ☐ Monitoring and evaluation (M&E)
- ☐ Logistics and distribution of goods
- ☐ Child safeguarding awareness
- ☐ Data management / IT support
- ☐ Social work / case management
- ☐ Fundraising and grant writing
- ☐ Finance, accounting and bookkeeping
- ☐ Health care / first aid
- ☐ Volunteer coordination
- ☐ Communications and report writing

Other skills, training or experience relevant to community or charitable work

Computer skills (tick all that apply)

- ☐ Word processing and spreadsheets
- ☐ Mobile data collection (e.g. KoboToolbox)
- ☐ Social media and basic design
- ☐ Email and online collaboration tools
- ☐ Accounting software (e.g. Sage, QuickBooks)
- ☐ Database / statistics software

Languages: tick the level that best describes your proficiency

Language	Basic	Conversational	Fluent	Native / first language
English	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Do you hold a valid driving licence?

☐ Yes ☐ No

Driving licence class / category	
Licence expiry date	

7. Short-Answer Questions

a) Why are you interested in this role and in working with our organisation?

b) Describe the experience you have that is most relevant to this position.

c) Describe a challenge you faced in your work, studies or community involvement. What was the situation, what did you do, and what was the result?

d) What are your main strengths, and which areas are you working to develop?

e) Working with people in need: how would you make sure beneficiaries are treated with dignity and respect, and what would you do if you were concerned that a child or vulnerable person was at risk of harm?

8. References

Please give two or three referees who can comment on your work or studies. At least one should be a recent supervisor. Referees should not be relatives.

Full name	Position and organisation	Relationship to you	Phone	Email

9. Additional Information

Do you have any criminal convictions that are relevant to the role applied for?

☐ No ☐ Yes (give details below)

Details of relevant convictions (if any)

Note: *A conviction will not automatically prevent you from being considered. Each case is assessed individually, taking into account the nature of the offence, when it occurred and its relevance to the role.*

Do you need any reasonable adjustments or support to attend an interview or assessment?

☐ No ☐ Yes (describe below)

Adjustments or support requested

Do you have any business interest, relationship with a current employee, or other circumstance that could create a conflict of interest?

☐ No ☐ Yes (describe below)

Details of possible conflict of interest

Anything else you would like us to know in support of your application

10. Declaration and Consent

I confirm that the information given in this questionnaire and any attached documents is true, complete and accurate to the best of my knowledge. I understand that false, misleading or omitted information may lead to my application being rejected or, if engaged, to disciplinary action or termination of my engagement.

I consent to the organisation collecting, storing and processing the personal data in this application for the purposes of recruitment and selection, including verifying my qualifications, identity and right to work. I understand my data will be kept securely, shared only with those involved in recruitment, and retained only for as long as needed.

Safeguarding: the Foundation is committed to protecting children and vulnerable people. I understand that roles involving contact with them are subject to background and reference checks, and that any offer may depend on satisfactory results.

Consent (please tick)

- ☐ I agree to the processing of my personal data for recruitment
- ☐ I consent to the organisation contacting my referees
- ☐ I consent to verification of my qualifications and certifications
- ☐ I consent to background and reference checks for roles working with children or vulnerable people
- ☐ Keep my details on file for future vacancies (optional)

Applicant	Full name	Signature	Date
Applicant			

11. For Office Use Only

Received by (name)	
Date received	
Application reference no.	

Shortlisted

☐ Yes ☐ No

Interview date and time	
Interview panel	

Outcome

☐ Offer made ☐ Reserve list

☐ Not successful ☐ Withdrawn by applicant

Date applicant notified	

Role	Name	Signature	Date
HR officer			

> ***Note:*** *This template is provided for general guidance. Review it against applicable Zambian employment and data-protection law, and Foundation policy, before use, including for retention periods of applicant records.*