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| CONFIDENTIAL |  |
| Personal Details and Declaration Form |
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| **Application for the post of:** |  |
| PERSONAL DETAILS |
|  |
| **Your name and Pronoun:** |  |
| **City/ Country:** |  |
| **Email address:** |
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| **APPLICANT DECLARATION** |
| I declare that to the best of my knowledge and belief the information I have given on the application form is true. I confirm to the best of my knowledge there are no medical or other reasons which would prevent me from undertaking the duties of this post. I understand that to have knowingly given false information could lead to the withdrawal of any offer or may result in termination of contract if service has commenced.Signature: Date:  |

Once you have completed the application form please **email to** **admin.finance@eswalliance.org** **with RECRUITMENT in the subject line.**

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| **References Form** |

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| Please give names and addresses of two referees who can speak for your competence to fulfil the requirements of the post. References will only be taken up for shortlisted applicants**.**  |

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| Referee 1:  |
| Name:  |  |
| Email address: |  |
| Occupation: |  |
| Relationship to you: |  |
| Referee 2:  |
| Name:  |  |
| Email address: |  |
| Occupation: |  |
| Relationship to you: |  |

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| **Equal Opportunities Monitoring Questionnaire (This questionnaire is not mandatory.)** |
| ESWA is committed to equality of opportunity in employment. Applicants will not be treated less favourably on the grounds of gender, disability (incl. HIV status), ethnic origin, sexual orientation, involvement in sex work, age, nationality, marital status, responsibility for dependants or religious or political beliefs. In order to monitor the effectiveness of our Equal Opportunities Policy, we invite all applicants to provide the information requested below.  |
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| **Application for the post of**  |  |
| How did you hear about the post?  |  |
|  |
| Your gender: |  |
|  |
|  |
| **Do you consider yourself to be disabled?** |
|  |  YES  | [ ]  | NO | [ ]  |
|  |
| **How would you describe your ethnic origin?** (Ethnic origin refers to colour and broad ethnic group, not nationality, place of birth or citizenship.) |
|  |
| **How would you describe your sexual orientation?** |
| Bisexual | [ ]  | Gay | [ ]  |  Heterosexual | [ ]  |
| Lesbian | [ ]  | Other | [ ]  |  |  |
|  |
| **How would you describe your involvement in sex work?** |
| work/worked as a sex worker | [ ]  | work/worked in sex industry | [ ]  |  not worked in sex work | [ ]  |
| Other (please specify) ………………………………………………………………………………………… |
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|  |  |
| **Nationality:**  |  |
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**Privacy Notice**

**Purpose**: We process the personal data of applicants for employment for the purposes of enabling fair and lawful recruitment.

We process the personal data of employees and contractors who undertake work for ESWA for the purposes of managing employment and other workplace activities, as well as maintaining the safety and security of persons and premises.

**Legal Basis**: The legal basis for processing this data is necessary for performance of contract

**Recipients of Data**: The data will be processed by ESWA. This data will not be passed to a third party or transferred outside the EU.

**Retention Period**: For successful applicants the data will be held for 5 years as required by ESWA donors, for unsuccessful applicant’s data will be held for 12 months in line with our retention policy.

**Your rights**: Your core rights as a data subject apply to this processing (including data portability). This data will not be used in automated decision–making.

**Is it obligatory to supply this data and what are the consequences of not supplying the data:** Yes, the supply of certain categories of personal data must be supplied for these purposes. If you are unable to supply this personal data, you may not be able to work for ESWA.

 **APPLICATION FORM**

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| **Please complete this form and email your completed application to** admin.finance@eswalliance.org  |
| **Application for the post of**  |  |
| PERSONAL DETAILS |
|  **Qualifications, Experiences and Employment History**  |
| Please list your most relevant qualifications followed by your work and/or voluntary and/or activism and/or life experiences. **Please do not list your full employment history, only the most recent/relevant for the position you are applying.** **(Maximum of 1 page)** |

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|  Why do you want to work with ESWA? |
|  | Describe how you think you meet the person specification set out in the Terms of Reference, **address each bullet point separately.** Maximum of 1 page. |
| **Do not send a CV in support of your application, as it will not be considered.** |