**APPLICATION FORM FOR EMPLOYMENT AT AAHUNG**



Aahung is a Karachi-based NGO that has been working to improve the sexual health of men, women, and adolescents since 1995. The Aahung team works towards enhancing the scope and improving the quality of services that uphold sexual health and rights. To achieve these aims, Aahung engages in awareness raising, capacity building, research, and advocacy

Please read the application form thoroughly before completing it. Incomplete applications will not be considered.

**PERSONAL INFORMATION**

1) Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Gender:  Male  Female

4) Date of Birth \_\_\_\_\_\_ Day \_\_\_\_\_\_ Month \_\_\_\_\_\_ Year

5) Please indicate which position you are applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PREVIOUS EMPLOYMENT INFORMATION *– Please list up to the last 3 positions held***

1A) Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1B) Designation/job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1C) Job Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1D) How long have you been working/did you work with this organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2A) Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2B) Designation/job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2C) Job Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2D) How long have you been working/did you work with this organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3A) Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3B) Designation/job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3C) Job Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3D) How long have you been working/did you work with this organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) What has been the area(s) of focus of your work in the past? (Example: Reproductive Health, Gender, Education, Training, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EDUCATIONAL LEVEL/LANGUAGE PROFIENCY**

5) Educational Level Achieved:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Institution** | **Certificate, Degree, Diploma Granted** | **Date Granted** |
| Secondary or High School |  |  |  |
| College or University (undergraduate level) |  |  |  |
| College or University (masters level) |  |  |  |
| College or University (PhD level) |  |  |  |
| Other training courses (please specify institution) |  |  |  |

6) Knowledge of English Language

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Speak |  |  |  |  |
| Read |  |  |  |  |
| Write |  |  |  |  |

7) Knowledge of Urdu Language

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Speak |  |  |  |  |
| Read |  |  |  |  |
| Write |  |  |  |  |

8) Other language(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Speak |  |  |  |  |
| Read |  |  |  |  |
| Write |  |  |  |  |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Speak |  |  |  |  |
| Read |  |  |  |  |
| Write |  |  |  |  |

9) Please indicate how you found out about Aahung. (Example: Internet, Advertisement, Word of mouth, from a mail out, etc.)

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10) Please explain why you wish to work at Aahung?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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11) Please indicate your expected salary? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby declare that all information provided on this application is correct and true.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE ATTACH YOUR COMPLETE CV AND COVER LETTER TO THE ADDRESS BELOW:**

Please send the completed application form with an attached CV/resume and cover letter to:

**Maliha Noor**

**Communications Manager - Aahung**

**Email: maliha.noor@aahung.org**

**Please note**: Incomplete documents will not be considered for the position and only shortlisted candidates will be contacted.