|  |  |  |
| --- | --- | --- |
| **BOOST EMPLOYMENT PROJECT** **Application for Employment** | *We are an Equal Opportunity Employer.* | *Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a CV.* |
|  |
| **Personal Information** |
| **Name, Last Name** |  |  |  |  |
|       |
| **Address** |  | **City** | **State** | **Zip** |
|       |       |       |       |
| **Phone Number** | **Mobile Number** | **Email Address** |  |  |
|       |       |       |
| **Do you have any other citizenship?** |  | **If Yes, please list:** |
| Yes [ ]  | No [ ]  |  |  |  |
|  |
| **Position** |
| **Position You Are Applying For** | **Available Start Date** |  | **Desired Pay** |
|       |       |       |
| **Desired Employment**  |  |  |  |  |
|  |  | [ ]  Full Time |  | [ ]  Part Time |  |  |  |
|  |
| **Strengths**  |
| **Personal**  | **Professional**  | **Social** | **Methodological** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|  |
| **Weaknesses**  |
| **Personal**  | **Professional**  | **Social** | **Methodological** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|  |  |  |  |
| **Mitigating Weaknesses**  |
| **Personal**  | **Professional**  | **Social** | **Methodological** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|  |  |  |  |
| **Key Questions** |
| **Why do you want to work for Swisscontact?** |       |
| **How well do you know the Albanian Labor Market?** |       |
| **What will be your biggest challenge in this job?** |       |
| **How do you work in a team?** |       |
| **What are your hobbies?**  |       |
| **What is your availability to work?** |       |
| **Mobility and driving availabilities**  |       |
| **List of previous works, products, deliverables (attach photos, links, documents, etc…)**  |       |
|  |  |
| **Employment History** |
| **Employer (1)** |  | **Job Title** |  | **Dates Employed** |
|       |       |       |
| **Work Phone** |  | **Starting Pay Rate** |  | **Ending Pay Rate** |
|       |       |       |
| **Address** |  | **City** | **State** | **Reason for leaving**  |
|       |       |       |       |
| **Employer (2)** |  | **Job Title** |  | **Dates Employed** |
|       |       |       |
| **Work Phone** |  | **Starting Pay Rate** |  | **Ending Pay Rate** |
|       |       |       |
| **Address** |  | **City** | **State** | **Reason for leaving** |
|       |       |       |       |
| **Employer (3)** |  | **Job Title** | **Dates Employed** |
|       |       |       |
| **Work Phone** |  | **Starting Pay Rate** |  | **Ending Pay Rate** |
|       |       |       |
| **Address** |  | **City** | **State** | **Reason for leaving** |
|       |       |       |       |
| **Employer (4)** |  | **Job Title** |  | **Dates Employed** |
|       |       |       |
| **Work Phone** |  | **Starting Pay Rate** |  | **Ending Pay Rate** |
|       |       |       |
| **Address** |  | **City** | **State** | **Reason for leaving** |
|       |       |       |       |
| **Employer (5)** |  | **Job Title** |  | **Dates Employed** |
|       |       |       |
| **Work Phone** |  | **Starting Pay Rate** |  | **Ending Pay Rate** |
|       |       |       |
| **Address** |  | **City** | **State** | **Reason for leaving** |
|       |       |       |       |
|  |
|  |
| **Signature Disclaimer** |
| *I certify that my answers are true and complete to the best of my knowledge.* *If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.* |
| **Name** **(Please Print)** |  | **Signature** |
|       |  |
| **Date** |  |
|       |

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

We look forward to receiving your online application with the following documents: letter of motivation, curriculum vitae template, application form, diplomas and references.

**For further information please visit** [**www.swisscontact.org**](http://www.swisscontact.org)