



Interims for Development

Accessing Professional Skills for Sustainable Development

INTERIM APPLICATION FORM

Have you read our brochure?

If you want to apply, first answer the following questions, ticking the appropriate box:

	YES	NO
Are you:		
Adaptable	<input type="checkbox"/>	<input type="checkbox"/>
Sensitive to the needs of others	<input type="checkbox"/>	<input type="checkbox"/>
Mature	<input type="checkbox"/>	<input type="checkbox"/>
Confident	<input type="checkbox"/>	<input type="checkbox"/>
A team player	<input type="checkbox"/>	<input type="checkbox"/>
A good problem solver	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to **all** the above, please complete the form fully **in black ink**, giving as much information as you can. The more we know about you and what interests you, the better we can identify a Host Company that is right for you and your skills.

SURNAME:

FORENAME(S):

PROFESSION/OCCUPATION:

Kindly complete the form in block capitals using black ink only

About You

Address (where correspondence should be sent):			
Post Code:			
Nationality:		Sex: (male/female)	
Marital Status:		Date of Birth: (dd/mm/yyyy)	
Day time telephone: (include area code)			
Evening telephone: (include area code)			
Fax Number: (include area code)			
E-mail address:			

Do you have children or other dependants living with you? Yes No

What arrangements will be made for them while you are on assignment?

If you have a spouse/partner

Is your spouse/partner interested in an interim assignment? Yes No

If Yes, please state their name: _____

Has he/she already applied to join the programme? Yes No

If No, will your spouse/partner wish to accompany you overseas? Yes No

Have you ever been convicted for a criminal offence? (YES/NO)	
Do you have any criminal proceedings pending? (YES/NO)	
<i>If YES to either of the above, please provide further information:</i>	

About Your Availability

What is your current employment status?

If you are currently employed, what is the earliest date you can take an assignment?

If you are taking unpaid leave or being sponsored by your company, how much notice will your employer need?

Our interim assignments range between one and three months in duration, although we may occasionally be able to offer a shorter assignment. What is your preferred assignment duration?

- One month
- Two months
- Three months
- Other: (please specify)

Have you lived or worked overseas before? Yes No

If Yes, please specify:

Country

_____	<input type="checkbox"/>	Lived	<input type="checkbox"/>	Worked	Date _____
_____	<input type="checkbox"/>	Lived	<input type="checkbox"/>	Worked	Date _____
_____	<input type="checkbox"/>	Lived	<input type="checkbox"/>	Worked	Date _____
_____	<input type="checkbox"/>	Lived	<input type="checkbox"/>	Worked	Date _____

Please state briefly the nature of any work you have done overseas:

About Your Finances

Although the duration of our assignments are relatively short, you should consider carefully how you will deal with any ongoing financial commitments in the UK.

Do you have ongoing financial commitments in the UK? Yes No

If Yes, what arrangements have you made to deal with these in your absence?

About Your References

As part of our service to our Host Companies, we are required to take up references before we formally assign an Interim. Please state below the names and addresses of **TWO** referees whom we may contact. Both referees should have known you for at least three years and should not be related to you. If you are currently employed, the Professional Reference should normally be your current employer.

Professional Reference (Someone familiar with your professional skills e.g. employer, client)

Name:			
Address:			
		Post Code:	
Home Telephone No:		Work Telephone No:	
Email Address:		Fax No:	
Occupation:			
How do they know you?			

Personal Reference (Someone familiar with your social and inter-personal skills)

Name:			
Address:			
		Post Code:	
Home Telephone No:		Work Telephone No:	
Email Address:		Fax No:	
Occupation:			
How do they know you?			

About Your Education

Please list below in full (no abbreviations) your education and qualifications (formal, vocational or trade) since age 16. You should start with the most recent first.

From (month and year)	To (month and year)	List Subjects, Grades and Qualifications	Name and location of educational institution

About Your Experience

Please complete the section below giving details of your work experience. Start with your current or most recent job and work backwards. Please state names in full.

If further space is needed, this page can be photocopied and attached to the form.

From: (month and year)	Employer's Name:	
	Type of Business:	
	Job Title:	
To: (month and year)	Key Duties and Responsibilities:	

From: (month and year)	Employer's Name:	
	Type of Business:	
	Job Title:	
To: (month and year)	Key Duties and Responsibilities:	

From: (month and year)	Employer's Name:	
	Type of Business:	
	Job Title:	
To: (month and year)	Key Duties and Responsibilities:	

Other Relevant Information about Your Experience

Please give details below of any periods of any gaps between employment and the reason(s):

About Your Health

All Interims are required to undertake a medical examination before they can be assigned and a separate form will be provided to you for this purpose. However, your response to the questions below will assist us to evaluate your physical ability to undertake an assignment.

Are you currently taking any medication for illness or an ongoing medical condition?

- No Yes (please provide details below)

Have you had any operations, accidents or suffered from a major illness?

- No Yes (please provide details below)

Do you suffer allergic reactions to vaccinations or object to having them?

- No Yes (please provide details below)

Have you ever suffered from any psychiatric or psychological problems?

No Yes (please provide details below)

If you are on a waiting list for medical treatment or other referral, please state here:

Do you consent to us contacting your doctor directly for further information if necessary?

Yes No (please provide details below)

Doctor's Contact Information (Please state doctor who holds your medical details)

Doctor's Name:	
Address:	
Telephone No.:	

About Your Ethnicity

We are committed to recruiting a diverse range of Interims and actively encourage the application of British nationals of ethnic minority origin. To help us monitor our success in this area, please indicate the box that you believe most closely describes your ethnic origin.

Black (African) Black (Caribbean) Black (Other) _____

White Asian (Indian) Asian (Pakistani) Asian (Bangladeshi)

Chinese Other _____

About Your Skills

As our assignments cover a wide range of industries, our Interims have a diverse list of skills. In order for us to identify the most appropriate type of assignment, please give us as much information as possible about the skills you possess.

Assignments may cover the following sectors: *Banking & Financial Services, Information Technology, Tourism, Media, Energy, Health, Education, Manufacturing, Agriculture, Real Estate, Engineering, Sport, Fashion, General Services, Leisure & Entertainment.*

We have listed a number of skills areas below. Please add on any additional skills that you have relating to these areas. Skills that are not listed but that relate to your particular area of expertise and that you believe would be relevant to this programme should be listed further below under an appropriate subject heading.

(Please specify level of proficiency: 1 = highly competent, 2 = practical proficiency, 3 = Basic proficiency)

General Skills	Level	I.T. Skills	Level
Administrative		Word Processing	
Accounts/Book keeping		Spreadsheets	
Teaching/Training		Databases	
Typing		Systems Analysis	
Driving Licence (car)		Hardware/Software maintenance	
Driving Licence (motor cycle)		Programming	

Management Skills	Level	Training/Teaching Skills	Level
Supervisory		Developing Training Programmes	
Project Management		Delivering Training Programmes	
Management Advisory		Teaching (Children)	
Small Business Advisory		Teaching (Adults)	
Business Development		Teaching (Professional Skills)	

Banking/Finance Skills	Level	Accountancy Skills	Level
Credit		Financial Accountancy	
Treasury Management		Management Accountancy	
Corporate Finance		Accountancy Systems	
Fund Management		Audit	
Fixed Income			
Equities			
Banking Operations			

About Your Motivation

Please outline your reasons for applying for this programme:

What do you believe you will gain as a result of this assignment?

Have you ever undertaken any voluntary activities? No Yes*

*Please specify type and dates: _____

Is there any country you do not wish to work in? No Yes*

*Please give reasons: _____

Where did you hear about *Interims for Development*?

Declaration (Please read through the form carefully before signing below)

I declare that the information on this form is correct to the best of my knowledge. I understand that *Interims for Development* will only proceed with my application subject to health checks and references. I accept that further checks may be made with the Police, Department of Health or other agencies and I am willing to accept such checks.

Signature

Date

About Your Application

Thank you for taking the time to fill in the form. Now please send the completed form to:

**Interims for Development Ltd.
119 Audley Road
London NW4 3EN
England**

What Happens Next?

- When we receive your completed application, you will be invited in due course to a selection interview. Our selection interview is structured to enable us to assess whether you have the essential attributes of a volunteer. These include qualities such as professionalism, cultural sensitivity, maturity, confidence, inter-personal and team skills, good communication skills and a passion for what you are setting out to do.
- If your selection interview is successful, we will ask for a medical reference from your doctor to confirm your physical ability to undertake an assignment.
- If that is satisfactory, we will search for an appropriate assignment for you and notify you as soon as one is available. However, please note we can only make a final determination once we have received your personal and professional references.

If you make it through as an Interim, one thing we guarantee is that you will find it rewarding and worthwhile and the experience of a lifetime!

Data Protection Act 1998

Please note that the data on this form will be maintained in accordance with the 1998 Data Protection Act. The information will be used solely for the business of Interims for Development and all due care will be taken to ensure secure storage. No information on this form will be disclosed to a third party without your prior knowledge and consent.