

APPLICATION FOR EMPLOYMENT Executive Assistant

You may obtain an application form from www.azerweb.com, www.azerjobs.com, or request one via email at AzJobs@az.peacecorps.gov, or obtain one at the Peace Corps office at 2c Hasan Aliyev Street, Baku, Azerbaijan. Qualified persons should submit completed applications to the Peace Corps office in person, via email: AzJobs@az.peacecorps.gov or send by Fax to +994 (0) 12 596-1724. If sending via e-mail, please list for which position you are applying and your last name in the subject line.

Applicants **MUST** submit this completed application form. Applicants may submit a CV or Resume attached to this form. It is recommended to submit a detailed cover letter including a written description of how you meet the position's qualifications.

Application deadline is Tuesday, March 20th 2012 at 6:00 pm.

1. Personal Information

Applicant Name, Surname	
Address	
Telephone number(s)	
Date of Birth	
Place of Birth (city, country)	

2. Education (list colleges and university attended beginning with the most recent)

Name of University	Degree/Diploma	Faculty / Subject	Month/Year Awarded

3. Work Experience Describe your current or most recent jobs in sections A, B, and C

A: Employment History (list most recent job first)

EMPLOYER	
Company/Organization Location (city/region)	
Your Position / Title	
NAME/SURNAME of Direct Supervisor	
Title of Direct Supervisor	
Email and/or phone # of supervisor	
DATES EMPLOYED	Month/year: _____ to _____ Month/year: _____ / _____
REASON FOR LEAVING	
DESCRIPTION OF WORK (Describe your specific duties and responsibilities)	
May we contact your current/recent supervisor?	Yes _____ No _____

B: Employment History

EMPLOYER	
Company/Organization Location (city/region)	
Your Position / Title	
NAME/SURNAME of Direct Supervisor	
Title of Direct Supervisor	
Email and/or phone # of supervisor	
DATES EMPLOYED	Month/year: _____ to _____ Month/year: _____ / _____
REASON FOR LEAVING	
DESCRIPTION OF WORK (Describe your specific duties and responsibilities)	
May we contact your current/recent supervisor?	Yes _____ No _____

C: Employment History

EMPLOYER		
Company/Organization Location (city/region)		
Your Position / Title		
NAME/SURNAME of Direct Supervisor		
Title of Direct Supervisor		
Email and/or phone # of supervisor		
DATES EMPLOYED	Month/year: _____ to _____	Month/year: _____ / _____
REASON FOR LEAVING		
DESCRIPTION OF WORK (Describe your specific duties and responsibilities)		
May we contact your current/recent supervisor?		Yes _____ No _____

You may add more employment history boxes if needed

4. When Can You Start Work?

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5. Payment and Work Requirements

What is the lowest pay you will accept: Pay \$ _____ per (month ___ or year ___ select one)	
Are you willing to work full time? Y__ N__	Are you willing to work in a temporary job less than one year? Y___ N___

6. Military History

List the dates (Month, Year) that you started and completed your military service.	
Start Date:	End Date:

7. What languages do you SPEAK, READ, and WRITE? (If "YES" list each language and place write the following level in each column that applies to you: None / Beginner / Intermediate / Advanced / Fluent / Native

LANGUAGE(S)	SPEAKING level	READING level	WRITING level	Ability to translate
Azerbaijani				
Russian				
English				

SPECIAL SKILLS, AWARDS, TRAININGS ATTENDED

8. List special qualifications, accomplishments or trainings that may strengthen your application. Examples are trainings in conflict management or international development topics, skills with computers or other machines; important publications (do not submit copies); etc. Give the title and year of honors/awards as well as year (including duration), subject and location of trainings.

REFERENCES

9. List two people who are not related to you and do not supervise you, who know your qualifications for the job for which you are applying.

FULL NAME OF REFERENCE	TELEPHONE NUMBER (S)	PRESENT BUSINESS OR HOME ADDRESS

YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN

- A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work.*
- I understand that any information I give may be investigated as allowed by law or Presidential Order.*
- I certify that, to the best of my knowledge and belief, all my statements are true, correct, complete, and made in good faith.*

10. SIGNATURE _____ 11. DATE (Month/Day/Year) ___/___/_____

Peace Corps Azerbaijan