Registration No.: IS:

To be completed by MSF staff



Received: / /

**APPLICATION FORM for Non-Medical staff**

***Please make sure you have completed all sections of this form.***

***If you do not complete all sections we may have to reject your application.***

**Personal data**

First name: Family name:

Sex: Nationality:

Date of birth:

Address:

Tel (home): Fax (home):

Tel (cell): E-mail:

**Application for the position of**

**Have you ever applied to or worked for MSF before?** □ Yes □ No

**If yes, please state the year and the MSF office you applied to/worked for.**

**Availability**

*\* Please apply 3-4 month before your availability, and not earlier.*

From: dd/mm/yy Until:□ No fixed date　　or dd/mm/yy (□provisionally □fixed)

\*Each position has different length of mission. Check our website first.

Length of mission: □6 months □9 months □12 months

When do you wish to be notified? At least weeks before the departure date.

**Language proficiency** (Mark appropriate boxes)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Native** | **Advanced** | **Intermediate** | **Pre-intermediate** |
| Mother tongue | Able to speak the language fluently | Able to speak the language in every day working environment | Able to engage in simple conversation　in multinational setting |
| English |  |  |  |  |
| French |  |  |  |  |
| Spanish |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |

**If you have any language qualification, please write below.**

**Motivation:** Please explain why you want to work with MSF.

(If this space is insufficient, please attach an additional sheet of paper)

**Education & work history**

Please write your education, training, and work history in reverse chronological order, starting with the most recent first. Refer an example below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Length | Place | Name of organization | Summary of duties | Status |
| **<Example>**  4/2009 - present | +4 years | Osaka,  Japan | XXX Trading Co., Ltd. | Budget control and cost analysis.  Supervise general administration staff and accountants. | Section chief |
| 05/2008- 12/2008 | 8 months | Abuja, Nigeria | XXX (international NGO) | In charge of financial management of 2 orphanages | Volunteer |
| 11/2007- 02/2008 | 3 months | Nairobi, Kenya | XXX (Japanese NGO) | Support financial management and general administration | Volunteer |
| 07/2004- 09/2007 | +3 years | Tokyo, Japan | XXX Marketing Co., Ltd. | Accounting | Accountant |
| 09/2003- 04/2004 | 8 months | Nagoya,  Japan | XXX temp staff Co., Ltd. | Assistant Human resource officer at foreign company | Temporary staff |
| 09/2002- 08/2003 | 1 year | England | XXX language school | Study English | Student |
| 04/2000- 09/2002 | +2 years | Tokyo,  Japan | XXX Corporation Ltd. | General administration and accounting | Employee |
| 04/1996– 03/2000 | 4 years | Chiba, Japan | XXX University | Studied Economics | Student |

**Fill in below** \*Please write the details in your CV

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Length | Place | Name of organization | Summary of duties\* | Status |
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**Overseas travel experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Country | Year | Type of travel  Employment, volunteer work, package tour, solo-back packer etc. | Duration of stay |
|  |  |  |  |
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**For Administrators**

How would you rate your experience of following? (Mark appropriate columns)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Extensive  Train others | Advanced  Work independently | Moderate  Work under supervision | Basic  Knowledge only | None |
| **Financial management** | | | | | |
| Annual/monthly budgeting |  |  |  |  |  |
| Budget review/follow up |  |  |  |  |  |
| Accounting |  |  |  |  |  |
| **Human resource management** | | | | | |
| Staff recruitment and dismissal |  |  |  |  |  |
| Create employment contract |  |  |  |  |  |
| Developing internal regulation |  |  |  |  |  |
| Legal affair |  |  |  |  |  |
| Staff performance evaluation |  |  |  |  |  |

**For Logisticians**

How would you rate your experience of following? (Mark appropriate columns)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Extensive  Train others | Advanced  Work independently | Moderate  Work under supervision | Basic  Knowledge only | None |
| Maintenance of generators |  |  |  |  |  |
| Maintenance of water pumps |  |  |  |  |  |
| Motor vehicle maintenance |  |  |  |  |  |
| Energy and electricity |  |  |  |  |  |
| Install/maintenance of biomedical equipment |  |  |  |  |  |
| Cold chain (medicine/vaccine) |  |  |  |  |  |
| Construction site management |  |  |  |  |  |
| Architectural design |  |  |  |  |  |
| Radio equipment operation |  |  |  |  |  |
| Water and sanitation |  |  |  |  |  |
| Information technology (computer) |  |  |  |  |  |
| Warehouse & supply chain management |  |  |  |  |  |
| Medical equipment management |  |  |  |  |  |
| Staff performance evaluation |  |  |  |  |  |

**For Coordinators**

How would you rate your experience of following? (Mark appropriate columns)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Extensive  Train others | Advanced  Work independently | Moderate  Work under supervision | Basic  Knowledge only | None |
| Project design and implementation |  |  |  |  |  |
| Project progress and evaluation |  |  |  |  |  |
| Project reorientation and closure |  |  |  |  |  |
| Multicultural team management |  |  |  |  |  |
| Multidisciplinary team management |  |  |  |  |  |
| Networking/negotiation with local authority |  |  |  |  |  |
| Security context analysis |  |  |  |  |  |

**Other skills**

Computer literacy

**Other information** (Mark appropriate boxes)

Visa status in Japan/South Korea/Russia: ☐Home country ☐Permanent/Spouse ☐Temporary ☐None

Health condition ☐　Healthy ☐　Health problems

\*Once you are officially registered in MSF Japan field human resource pool, you will be required to submit a medical certification before going on a mission.

Criminal history ☐　Yes ☐　No

\*You will be required to submit a non-criminal record in your society in order to apply for a visa to work in the country where MSF is working.

If there is other information you wish to give us, please write in this section.

**The MSF Charter**

|  |  |
| --- | --- |
| |  | | --- | | Doctors Without Borders/Médecins sans Frontières (MSF) is a private international association. The association is made up mainly of doctors and health sector workers and is also open to all other professions which might help in achieving its aims. All of its members agree to honor the following principles:  Médecins Sans Frontières provides assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. They do so irrespective of race, religion, creed or political convictions.  Médecins Sans Frontières observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and claims full and unhindered freedom in the exercise of its functions.  Members undertake to respect their professional code of ethics and to maintain complete independence from all political, economic, or religious powers.  As volunteers, members understand the risks and dangers of the missions they carry out and make no claim for themselves or their assigns for any form of compensation other than that which the association might be able to afford them. | |

**I certify that the information supplied is correct and that I agree to accept the MSF Charter above. I also understand that MSF may not interview me.**

**Name/Signature** **Date**

**Where did you first hear about MSF?**

**Word-of-Mouth/ Events**

☐Friend/Family ☐Teacher/Professor ☐Colleague

☐Event Name, location and the year that the event took place

**Mass media (when you check, please provide us with details)**

☐Newspaper ☐Radio

☐Television ☐Other publications

☐Poster / advertisement Where did you see the poster/advertisement?

**Online sources**

☐MSF Japan Website ☐MSF Korea Website ☐Other MSF Website which country’s website?

☐MSF Facebook ☐MSF Twitter ☐MSF Line ☐MSF LinkedIn ☐MSF YouTube ☐MSF Google+

☐JICA PARTNER ☐Other website URL or the name of the website

☐**Others** Please explain

**When did you get to know about MSF?**

☐In elementary school ☐In junior high school ☐In high school ☐In university

☐In 20s ☐In 30s ☐In 40s ☐In 50s ☐Over 60 years old

**What helped you to decide to apply for MSF?**

**Word-of-Mouth/ Events**

☐Info Session/海外派遣スタッフ募集説明会 year place year place year place

☐Webinar ☐Friend/Family ☐Teacher/Professor ☐Colleague

☐Event Name, location and the year that the event took place

**Mass media (when you check, please provide us with details)**

☐Newspaper ☐Radio

☐Television ☐Other publications

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☐JICA PARTNER ☐Other website URL or the name of the website

☐**Others** Please explain

**When did you start thinking about applying to MSF?**

☐In university ☐In 20s ☒In 30s ☐In 40s ☐In 50s ☐Over 60s