## Applicant’ Form 1

## CONFIDENTIAL

# PLANNED PARENTHOOD FEDERATION OF NIGERIA

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| **POST APPLIED:**  |
| **FULL NAME (SURNAME FIRST):**  |
| **ADDRESS:** |
| **PLACE OF BIRTH:**  |
| **NATIONALITY:**  |
| **DATE OF BIRTH:**  |
| **MARITAL STATUS:**  |
| **NO. OF CHILDREN:**  |
| **NAME(S) OF CHILDREN:** | **AGE:** |
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|  |  |
| **SCHOOLS ATTENDED:** | **YEAR** |
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|  ( c )  |  |
| **QUALIFICATIONS:** |  |
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| **PROFESSIONAL COURSES:** |  |
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| **WORK EXPERIENCE/EMPLOYMENT HISTORY** |
| **Current Employment:**  |
| **Employer** | **Post** | **Period** | **Current Gross Salary Per Annum** |
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| **SUPERVISING OFFICER:**  |
| **CURRENT RESPONSIBILITY:** |  |
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| **PREVIOUS EMPLOYMENT:** |
| **Employer** | **Post** | **Period** | **Net Salary Per Month** |
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| **FOR THE POSITION APPLIED, INDICATE NET SALARY REQUIRED PER MONTH:**  |
| **OTHER BENEFITS:**  |
| **DO YOU HAVE ANY OUTSTANDING LOAN WITH YOUR PRESENT EMPLOYER OR PREVIOUS EMPLOYERS?** **IF YES, HOW MUCH:**  |
| **FOR WHAT PURPOSE WAS THE LOAN OBTAINED?**  |
| **HOW MUCH HAVE YOU REPAID:**  |
| **BALANCE OF LOAN STILL OUTSTANDING:** |
| **REPAYMENT: MONTHLY/ANNUALLY AT:**  |
| **HOW DO YOU INTEND TO LIQUIDATE THE LOAN?**  |
| **PLEASE CONFIRM THE STATUS OF YOUR HEALTH INSURANCE POLICY:**  |
| **Name of Health Maintenance Organization (HMO)** | **Hospital** | **Name of Doctor/Address** |
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| **NOTICE: HOW MANY MONTHS NOTICE DOES YOUR CURRENT EMPLOYER REQUIRE?**  |
| **HAVE YOU ATTENDED ANY COURSE OR SEMINAR ON REPRODUCTIVE HEALTH/FAMILY PLANNING, HIV/AIDS, MCH? IF YES PLEASE LIST.** |
| **LIST ANY PUBLICATION YOU HAVE AUTHORED OR CO-AUTHORED:** |
| **THIS STATEMENT ENCAPSULATES THE IDEALS OF PLANNED PARENTHOOD:****“We work towards a world where women, men and young people everywhere have control over their own bodies, and therefore their destinies. A world where they are free to choose parenthood or not; free to decide how many children they will have and when; free to pursue healthy sexual lives without fear of unwanted pregnancies and sexually transmitted infections, including HIV. A world where gender or sexuality are no longer a source of inequality or stigma. We will not retreat from doing everything we can to safeguard these important choices and rights for current and future generations”.** **I AGREE I DO NOT AGREE**  |
| **BRIEFLY DESCRIBE YOUR UNDERSTANDING OF SAFEGUARDING AND PROTECTION OF CHILDREN AND VULNERABLE ADULTS FROM HARM AND ABUSE:** |
| **REFEREES: (PLEASE GIVE THE NAME, ADDRESSES, PHONE NUMBER AND EMAIL OF YOUR REFEREES):** |
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| **LANGUAGES:**  | **SPOKEN** | **WRITTEN** |
| **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** |
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| **ANY OTHER INFORMATION:** |
| **HOBBIES:**  |
| **DECLARATION:****I, Chief/Dr./Mr./Mrs./Miss: \_\_\_\_\_\_\_\_\_\_\_\_\_** **HEREBY SOLEMNLY DECLARE THAT THE INFORMATION GIVEN IN THIS FORM TO THE PLANNED PARENTHOOD FEDERATION OF NIGERIA ARE CORRECT. I ALSO ACCEPT THE FACT THAT DISCIPLINARY ACTION MAY BE TAKEN AGAINST ME IF ANY OF THE INFORMATION PROVIDED IS FOUND TO BE INCORRECT AND THAT I SHALL TAKE NO LEGAL ACTION AGAINST THE PLANNED PARENTHOOD FEDERATION OF NIGERIA FOR ITS ACTION.**  **SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_**  |

PLANNED PARENTHOOD FEDERATION OF NIGERIA

Applicants’ Form 2

SUMMARY OF RESUME IN RESPECT OF APPLICATION FOR THE POST OF: **ADVOCACY AND RESOURCE MOBILIZATION MANAGER**

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| **NAME** | **Age/****Gender** | **Requisite Qualification****(as advertised)** | **Summary of Qualifications Obtained** **by applicant (with dates)** | **Summary of Applicant’s Work Experience (with dates)** |
|  | E.g 39/ Female | * Bachelor’s degree in International Relations, Political Science, Development Studies, Marketing, Business Administration, or a related field (Master’s degree preferred).
* Certification in advocacy, fundraising, or project management is an added advantage.
* Minimum of 7 years’ experience in advocacy and resource mobilization, with a track record of securing funding from institutional donors, foundations, and the private sector.
* Strong knowledge of international development, donor relations, and policy advocacy.
* Experience in managing relationships with government agencies, multilateral organizations, and the private sector.
* Proven ability to develop and implement successful advocacy strategies and fundraising campaigns.
* Knowledge of sexual and reproductive health and rights (SRHR) and international development frameworks is an asset.
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**(please expand this form as may be required)**