**RECRUITMENT FORM**

The International Bureau for Children's Rights would like to thank you for your interest in joining its team. To complete your application, you must fill in all the required fields on this form. The following questions will help us collect additional information about your profile and ascertain its suitability for the desired position.

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | Click here to type your text | First Name | Click here to type your text |
| Date | Click here to type your text | **Desired position** | Click here to type your text |

1. Please indicate your status in Canada:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Status | Canadian citizenship or permanent resident | Work permit | In process (please specify) | I am not entitled to work in Canada. |
| Your answer | **Please specify:**  Click here to type your text | **Please specify the deadline and terms of the permit:**  Click here to type your text | Click here to type your text |  |

1. If available, please review the salary scale associated with the job offer. What are your salary expectations?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Choices | The salary scale suits me and I do not have any other expectations | I expect to be at the bottom of the salary scale. | I expect to be at the top of the salary scale. | The salary scale does not suit me and I would like to discuss it. | Regardless of your previous response, please specify what are your salary expectations |
| Your answer |  |  |  |  | Click here to type your text |

1. On a scale from 1 to 10, how would you evaluate your ability to write a 15 pages report and your ability to do a 20 minutes oral presentation in each of the following languages?

*(****1****: Not able to communicate,* ***4****: Able to communicate,* ***7****: Communicate at a professional level,* ***10****: Communicate very fluently)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| French *writing* |  |  |  |  |  |  |  |  |  |  |
| French *speaking* |  |  |  |  |  |  |  |  |  |  |
| English *writing* |  |  |  |  |  |  |  |  |  |  |
| English *speaking* |  |  |  |  |  |  |  |  |  |  |
| Spanish *writing* |  |  |  |  |  |  |  |  |  |  |
| Spanish *speaking* |  |  |  |  |  |  |  |  |  |  |
| Click here to type your text\_\_\_\_\_\_\_*writing* |  |  |  |  |  |  |  |  |  |  |
| Click here to type your text\_\_\_\_\_\_\_ *speaking* |  |  |  |  |  |  |  |  |  |  |
| Click here to type your text\_\_\_\_\_\_\_ *writing* |  |  |  |  |  |  |  |  |  |  |
| Click here to type your text\_\_\_\_\_\_\_ *speaking* |  |  |  |  |  |  |  |  |  |  |

1. When are you available to fill in the position?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Now | In about two weeks | In about three weeks | In about a month | In about two months | Other (please specify) |
| Your answer |  |  |  |  |  | Click here to type your text |

1. Have you been personally in charge of a budget in your previous work experience?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes, I was directly in charge of a budget up to millions of dollars. | Yes, I was directly in charge of a budget up to hundreds of thousands of dollars. | Yes, I was directly responsible to manage budgets up to thousands of dollars. | I have implemented budgets, but I was not responsible for their management. | I do not have any experience in budget management. | Other (please specify) |
| Your answer |  |  |  |  |  | Click here to type your text |

1. How many years of work experience do you have in developing countries?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | I do not have any experience. | I have less than a year of experience. | Between 1 and 2 years of experience | Between 2 to 3 years of experience | Between 5 to 7 years of experience | More than 8 years of experience (Please specify the number of years) |
| Your answer |  |  |  |  |  | Click here to type your text |

1. On a scale from 1 to 10, how would you evaluate your ability to work with the following software?

(***1****: I do not have any knowledge on the software,* ***4****: I am familiar with the basic functions,* ***7****: I am very comfortable with the various functions,*

***10****: I can provide trainings on the software to my colleagues)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Excel |  |  |  |  |  |  |  |  |  |  |
| Word |  |  |  |  |  |  |  |  |  |  |
| Power Point |  |  |  |  |  |  |  |  |  |  |
| Outlook |  |  |  |  |  |  |  |  |  |  |
| MS Project |  |  |  |  |  |  |  |  |  |  |
| SAP |  |  |  |  |  |  |  |  |  |  |
| Microsoft GP Dynamics |  |  |  |  |  |  |  |  |  |  |
| Sage |  |  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |

1. Have you been in charge of human resources in your previous work experience?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Choices | Yes, I have been in charge directly of more than 10 employees | Yes, I have been in charge directly of 4 to 9 employees | Yes, I have been in charge directly of 1 to 3 employees | Yes, I have been in charge of interns and consultants | I do not have any experience in that field. | Other (please specify) |
| Your answer |  |  |  |  |  | Click here to type your text |

1. On a scale from 1 to 10, what is your skill level for the following competencies?

(***1****: None,* ***4****: can manage to do it with some help and support,* ***7****: can do it with some guidance,* ***10****: can provide training to a colleague)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Developing a training toolkit on the rights of the Child |  |  |  |  |  |  |  |  |  |  |
| Facilitate a training of trainers |  |  |  |  |  |  |  |  |  |  |
| Facilitate a consultation and validation workshop |  |  |  |  |  |  |  |  |  |  |
| Apply sophisticated technics of child participation |  |  |  |  |  |  |  |  |  |  |
| Human resource management |  |  |  |  |  |  |  |  |  |  |
| Budget management |  |  |  |  |  |  |  |  |  |  |
| Political dialogue and advocacy |  |  |  |  |  |  |  |  |  |  |
| Drafting analysis and recommandations |  |  |  |  |  |  |  |  |  |  |
| Teaching an advanced course on children’s rights |  |  |  |  |  |  |  |  |  |  |
| Teaching an advanced course on juvenile justice |  |  |  |  |  |  |  |  |  |  |
| Teaching an advanced course on the sexual exploitation of children |  |  |  |  |  |  |  |  |  |  |
| Teaching and advanced course on Children and emergency situations |  |  |  |  |  |  |  |  |  |  |

1. Please explain, in about 150 words, how your personal and professional experience encourage your interest in applying for this position? How is this position making sense at this stage of your carrier?

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