

**PREVAIL APPLICATION FOR EMPLOYMENT**

FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of: race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.

**DATE:** \_\_\_\_\_

**NAME (Last, First, Middle):** \_\_\_\_\_

Please specify if you have been employed under any other name: \_\_\_\_\_

**Citizenship Status:** \_\_\_\_\_

**If you are not a Liberian citizen, are you legally able to work in the country of Liberia?**      **Yes**      **No**  
 Proof of citizenship or work authorization will be required upon employment.

**NOTE:** Liberians have preference in all employment decision as a matter of Liberian law; where a non-Liberian is to be hired, proof of work authorization from competent Liberian authority is required.

**HOME ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**MOBILE TELEPHONE:** (      ) \_\_\_\_\_

**Position applied for:** \_\_\_\_\_

**Position Number:** \_\_\_\_\_

**Work Location Site:** \_\_\_\_\_

**Date available to start work:** \_\_\_\_\_

**EDUCATION (include secondary, business, college or university training)**

School	Major/Area of Study	Degree/Certification

### PROFESSIONAL EXPERIENCE

Please complete all appropriate items even if a Résumé/CV has been provided. Start with present or most recent job. Include military service assignments, volunteer activities, and consultancies or temporary assignments. Provide employment data for the last 5 years, if appropriate.

If currently employed, may we contact your present employer?  Yes  No

Last or Present Company		Type of Business	Starting Position	
Street Address		Phone Number	Last or Current Position	
City	Country	Postal Code	Hours per Week	
Supervisor's Name and Title		Date of Hire	End Date	
Salary	Reason for Leaving			
Additional Forms of Compensation including allowances, differential pay, bonuses, etc.				
Company Name		Type of Business	Starting Position	
Street Address		Phone Number	Last or Current Position	
City	Country	Postal Code	City	
Supervisor's Name and Title		Date of Hire	End Date	
Salary	Reason for Leaving			
Additional Forms of Compensation including allowances, differential pay, bonuses, etc.				
Company Name		Type of Business	Starting Position	
Street Address		Phone Number	Last or Current Position	
City	Country	Postal Code	City	
Supervisor's Name and Title		Date of Hire	End Date	
Salary	Reason for Leaving			
Additional Forms of Compensation including allowances, differential pay, bonuses, etc.				

Are you currently employed by any other organization or entity? Yes No

If yes, please provide details:

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**Additional Skills or Information Relevant to Application**  
(Please include languages and computer skills)

*Language Proficiency Level: 2 – Limited; 3 – General professional; 4 – Advanced; 5 – Functional native*

Language:	Proficiency Level:

Computer Skills: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please list current or prior supervisors. If supervisors are not available, you may also list: professors, academic advisors, or business colleagues (do not list relatives). Minimum of 3 references required (You may attach a separate sheet if necessary).

Reference & Relationship to Applicant (e.g. direct or indirect supervisor, colleague, etc.)	Contact	Company & Occupation	Years known
	Work:		
	Home:		
	Email:		
	Work:		
	Home:		
	Email:		
	Work:		
	Home:		
	Email:		

**APPLICANT'S STATEMENT**

Have you ever been convicted of a crime within the last 10 years?    Yes    No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I certify that the answers given herein are true and complete to the best of my knowledge and understand that falsification or omission of information provided on this application or during interview (s) may result in my disqualification from consideration for employment, or in the event of employment, my immediate discharge/discharged.

I authorize investigation of all statements contained herein and authorize the employers, educational institutions, and references listed above to provide to FHI Clinical any and all information concerning my previous employment, work experience and salary history, education and degrees, and any pertinent information that has direct relationship to my application for employment with FHI Clinical. Such information may include, but is not limited to, job performance, attendance, eligibility for re-employment with a former employer, reason for termination of previous employment, criminal record, and conduct.

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SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**Process to apply for this position:**

**Deliver the application to:** FHI 360 Financial Management Center  
16<sup>th</sup> Street, Payne Avenue, Sinkor  
Monrovia, Liberia  
202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE:** Position Title and number, Current CV/Résumé, FHI Clinical Job Application