

**Instructions:** D'YugYVta d'YhZG5 J9'UbX'Yla U]'H ]g'Udd'WU]cb'Zfa Ucb[ 'k ]h 'nci f'7 J''fa U ]a i a ' ) 'dU[ Ygk'UbX'Wtj Yf''YhYf' h' F'YWi ]ha Yb# UH[ c j 'Yh k ]h 'h Y'hYcZH Y'dcg]hcb'Udd' ]YX'Zf' ]b'h Y'gi V'YWi' ]bY.

Fields marked with an asterik (\*) are required. **Cb'mZ ''miVta d'YhX'Udd'WU]cb'Zfa g'k ]''VY'Wtbg]XYfYX.** Please DO NOT submit scans of certificates with your application form.

---No application will be considered unless accompanied by a CV and cover letter.---

---No CVs and cover letters will be considered unless accompanied by a fully completed application form.---

**7 UbX]XUH'DfcZ'Y**

First Name\*

Middle Name\*

Last Name\*

Phone # (main)\*

Phone # (alternative)

E-mail Address\*

How did you hear about this position? (select from drop down menu; enter details if 'Other')\*

Have you previously applied to/worked at ATA?\*

Yes-worked at ATA

Yes-applied to ATA

No

If yes, please list most recent position previously held/applied for at ATA:

Start Date (mm/yyyy)

End Date (mm/yyyy)

Language Skills (Please list your languages and indicate your level of proficiency for Speaking, Reading and Writing in each language from the **drop down menu**)\*

Language

Speak

Read

Write

Language

Speak

Read

Write

Language

Speak

Read

Write

Language

Speak

Read

Write

Are you currently in Addis Ababa and available for in-person interviews at ATA?\*

Yes

No

If offered this position, how soon would you be able to start? (*select from drop down; enter details if 'Other'*)\*

Would you be interested in a position working for a duration of less than 6 months?\*

Yes

No

If you are applying for a position that includes driving a vehicle, do you have a valid driver's license?

Yes

No

Do any of your relatives or members of your household work for the ATA? If yes, please provide details below\*

Yes

No

Name

Relationship

Position & Location

Name

Relationship

Position & Location

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**Professional Experience** (*list most recent position first; up to four relevant positions to be listed below*)

	Total Years & Months professional experience	
Total number of positions held*	Years*	Months*

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1. Position Title (*most recent*)\*

Organization Name (*most recent*)\*

		Total <u>Years/Months</u> at this Position:	
Start Date ( <i>mm/yyyy</i> )*	End Date ( <i>mm/yyyy</i> )*	Years*	Months

Main Responsibilities (*List up to three responsibilities*)\*

Main Achievements *(List up to three achievements)\**

Current/Most Recent Monthly Salar\*y

Please specify Currency paid in (i.e.Birr, USD, Euro)\*

If no longer at this position, reason for leaving\*:

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2. Position Title

Organization Name

Total Years/Months  
at this Position:

Start Date *(mm/yyyy)*

End Date *(mm/yyyy)*

Years

Months

Main Responsibilities *(List up to three responsibilities; maximum 800 characters)\**

Main Achievements *(List up to three achievements; maximum 800 characters)\**

Reason for Leaving

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3. Position Title

Organization Name

Total Years/Months  
at this Position

Start Date *(mm/yyyy)*

End Date *(mm/yyyy)*

Years

Months

Main Responsibilities *(List up to three responsibilities; maximum 800 characters)*

Main Achievements *(List up to three achievements; maximum 800 characters)*

Reason for Leaving

4. Position Title		Organization Name	
		Total Years/Months at this Position	
Start Date (mm/yyyy)	End Date (mm/yyyy)	Years*	Months

Main Responsibilities (List up to three responsibilities; maximum 800 characters)

Main Achievements (List up to three achievements; maximum 800 characters)

Reason for Leaving

**Academic Qualifications** (List most recent degree first; up to three degrees to be listed below)

Most Recent Degree (select from drop down menu)*		Subject (select from drop down menu)*	
Educational Institution (select from drop down menu)*	Start Date (mm/yyyy)*	End Date (mm/yyyy)*	

Degree (select from drop down menu)		Subject (select from drop down menu)	
Educational Institution (select from drop down menu)	Start Date (mm/yyyy)	End Date (mm/yyyy)	

Degree (*select from drop down menu*)

Subject (*select from drop down menu*)

Educational Institution (*select from drop down menu*)

Start Date  
(mm/yyyy)

End Date  
(mm/yyyy)

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### Professional Associations, Licenses, etc.

List professional organizations, associations you are a member of that you consider **relevant** to the position (*if none, please insert "none"*): \*\*

List any award/honors, fellowships and/or publications you consider **relevant** to the position (*if none, please insert "none"*): \*\*

List professional licenses, certifications, computer skills, training and other skills and abilities you consider **relevant** to the position (*if none, please insert "none"*):\*

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### References (*Please provide three professional references, one of whom has held a position of authority above you*)

1. First Name\*

Last Name\*

Position\*

Organization Name\*

E-mail Address\*

Phone\*

How many years has this person known you?\*

What is his/her relationship to you?\*

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2. First Name\*

Last Name\*

Position Title (most recent)\*

Organization Name\*

E-mail Address\*

Phone\*

How many years has this person known you?\*

What is his/her relationship to you?\*

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3. First Name\*

Last Name\*

Position\*

Organization Name\*

E-mail Address\*

Phone\*

How many years has this person known you?\*

What is his/her relationship to you?\*

**By submitting this application form, I certify that all the information I have given is complete, true, correct and made in good faith. I understand that any false or fraudulent statement or information on this application or attached to/provided in connection with this application may be grounds for not being hired or termination/dismissal and may be punishable by fine or imprisonment according to Ethiopian law.**

**\*\*\*Please SAVE this application form & send it along with your CV (maximum 5 pages) and Cover Letter to [Recruitment@ata.gov.et](mailto:Recruitment@ata.gov.et)\*\*\***