**VOLUNTEER ZAMBIA – ASSISTANT PROJECT MANAGER (APM)**

**APPLICATION FORM: 2019-2020**

**July 2016**

|  |  |
| --- | --- |
| **Name:** |  |
| **Date(s) & Role(s) of previous involvement with Volunteer Zambia (formerly Zambia IDEALS):** |  |
| **Current Job Role / Status:**  **Current Employer / Organisation:** |  |
| **Contact Numbers:**  **Email (work / university):**  **Email (personal):** |  |
| **DBS issue date and Number (or indicate if needed):** |  |

|  |  |
| --- | --- |
| **Emergency Contact Details** | |
| **Emergency Contact Name** |  |
| **Contact Telephone Number** |  |
| **Relationship to you** |  |
| **Second Emergency Contact Name** |  |
| **Contact Telephone Number** |  |
| **Relationship to you** |  |
| **Passport Details** | |
| **Name as appears on Passport** |  |
| **Date of Birth** |  |
| **Nationality** |  |
| **Place of Birth** |  |
| **Passport Number** |  |
| **Place of Issue** |  |
| **Date of expiry** |  |
| **Medical Requirements** | |
| **Do you have any special dietary requirements or allergies?**  **If so, please detail:** |  |
| **Do you have any medical condition/disability of which the programme provider should be aware of?**  **If yes, then please detail:** |  |
| **Please list any prescribed medication that you are taking:** |  |
| **GP Details** | |
| **Surgery Name** |  |
| **Doctors Name** |  |
| **Contact number** |  |
| **Application & Interview Process** | |
| **Applications MUST include a video application of no more than 10 minutes of yourself reflecting on the following questions:**   * **What are your motivations for applying to be the APM?** * **What was your previous experience of the project and what would you do to change or improve it further?** * **Everyone has different leadership styles; in 3 words describe your personal leadership style and give an example that brings this to life** * **As the APM you must work closely with the PM. How will you do this to best achieve the project aims?** | |
| **Closing date for applications is Sun 17th Nov 2019. Interviews will be held on Tues 3rd Dec 2019 at Loughborough University. Please confirm that you can attend (or Skype in if out of the country) on this date:** |  |
| **The Volunteer Zambia Annual Induction will be held from Friday 28th February to Sunday 1st March 2020 @ Loughborough University.**  **The APM will be required to be in Zambia from 23rd May to 3rd October 2020.**  **Please confirm that you can commit to these dates.** |  |
| The University will use the information supplied in accordance with the Data Protection Act for administrative purposes. These details will be passed on to Wallace Group Administrators & Zambian Partners should you be a successful applicant.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_  Thank you for your interest. **Please submit this application along with your video application** to Cath Harvey – [c.harvey@lboro.ac.uk](mailto:c.harvey@lboro.ac.uk)  Closing date for applications: **Sunday 17th November 2019**  If you have any queries, please contact Cath Harvey on 01509 226134 | |

Are there any interview dates between \*\*\*\*\*\*\*\*\*\* that you are unable to attend?

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