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

**APPLICATION FORM: 2021-2022**

**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 7th Nov 2021. Interviews will be held via Microsoft Teams on Wednesday 17th November 2021. Please confirm that you are available on this date.** |  |
| **The Volunteer Zambia Annual Induction will be held on 1st-3rd April 2022 @ Durham University.**  **The APM will be required to be in Zambia from 20th May to 8th October 2022.**  **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 form along with your video application** to Cath Harvey – [c.harvey@lboro.ac.uk](mailto:c.harvey@lboro.ac.uk)  **Closing date for applications**: **15th November 2021**  **Interview date: 25th November 2021 (via Microsoft Teams)**  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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