



**MEDECINS SANS FRONTIERES**  
**ÄRZTE OHNE GRENZEN e.V.**

**STAPLE RECENT  
PASSPORT PICTURE**  
(optional)

# APPLICATION FORM

## WHAT PROMPTED YOU TO APPLY WITH MÉDECINS SANS FRONTIÈRES (MSF)?

### Media

- MSF Homepage
- Public Media (TV, Radio, Newspaper)
- Job Advertisements
- Online  Print  Others
- Social Media
- XING  Facebook  LinkedIn  Others

### Public Event

- MSF Information Evening
- Congress
- Tropical Institute, Nursing School, etc.
- Online Events (Webinare, etc.)
- Others

### Miscellaneous

- MSF Volunteers
- Other Aid Organisations
- Others

## APPLICATION FOR THE PROJECT POSITION OF

\_\_\_\_\_

## WHAT IS YOUR PROFESSION?

\_\_\_\_\_

## Have you applied to work for MSF before?

- Yes  No  If yes, when/where

## AVAILABILITY

From \_\_\_\_\_ Until \_\_\_\_\_ For how long? \_\_\_\_\_

Are you currently employed?  Yes  No How many weeks notice do you need? \_\_\_\_\_

## PERSONAL DATA

Surname \_\_\_\_\_ Tel (home) \_\_\_\_\_

Firstname \_\_\_\_\_ Tel (office) \_\_\_\_\_

Street \_\_\_\_\_ Tel (mobile) \_\_\_\_\_

Postcode / City \_\_\_\_\_ Fax \_\_\_\_\_

Country \_\_\_\_\_ E-mail \_\_\_\_\_

Nationality (optional) \_\_\_\_\_ Marital Status (optional)  single  living together  married

Place of Birth (optional) \_\_\_\_\_ Sex (optional)  female  male

Date of Birth (optional) \_\_\_\_\_

**EDUCATION & TRAINING**

Minimum two, please do not just write "see CV".

Field of study/training	Name of institute	Dates	Duration	Degrees/qualifications obtained
<b>Other relevant courses</b>				

**PROFESSIONAL EXPERIENCE****Work Experience**

Please start with your present or most recent employment and work backwards. Please do not just write "see CV".

**in so-called Developed Countries** Minimum one

Date (from – to)	Country	Name of Employer	Field / Nature of Work	Position held

**in so-called Developing Countries**

Date (from – to)	Country	Name of Employer	Field / Nature of Work	Position held

**PROFESSIONAL REFERENCES**

Minimum two; one to be from a recent employer

Name & Working relation to the referee	Address	Telephone / E-mail

These references will be checked after the interview.  
Please ensure that the referees are informed that their names were given to us.

**LANGUAGES**

**Mother tongue**

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**Fluent**  
without any difficulty, almost as a native speaker with high level of grammar including advanced vocabulary

**Proficient**  
competent user, however not necessarily with high level of grammar or advanced vocabulary

**Independent**  
small vocabulary and basic grammatical level, but able to lead a simple conversation

**Basic**  
very basic knowledge, but able to understand some simple information

	Fluent	Proficient	Independent	Basic
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Russian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TRAVEL EXPERIENCE**

Country & type of travel	Dates (from – to)

**STANDARD SOFTWARE SKILLS**

	Extensive	Moderate	Basic	None
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR MEDICAL PROFESSIONALS**

Have you followed a course in tropical medicine?

Yes    where/when \_\_\_\_\_

No     I am planning to attend one    where/when \_\_\_\_\_

If not, did you gain any practical tropical medicine experience through work? (Please provide details)

\_\_\_\_\_

\_\_\_\_\_

**FOR NON-MEDICAL PROFESSIONALS**

How would you rate your knowledge of the following:

	Extensive	Moderate	Basic	None
Maintenance of pumps & generators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor vehicle maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy/Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio equipment operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction & building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold chain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water & Sanitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT skills (administration, support)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N.B. Non-medical volunteers will be required to sit a technical test (or financial controller test) at interview stage.

**SKILLS**

Please describe your organisational skills and experiences.

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Have you ever taught and/or trained others? If yes, please describe.

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Have you ever been in a line management position? If yes, please describe responsibilities, number of staff under your supervision, working environment (eg. NGO, business).

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Other relevant experiences/areas of expertise/skills which you think will be useful for working with MSF.

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**YOUR EXPECTATIONS**

Is there a region/type of project where you would prefer to volunteer? Why?

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In which countries or type of project would you not like to volunteer? Why?

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Are you willing to work in unstable environments?  Yes  No  Why?

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Are you interested in a long-term commitment with MSF?  Yes  No  Don't know yet

MSF offers its successful personnel the possibility of a career within the organization.

Are you interested in a career with MSF?  Yes  No  Don't know yet

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**PRIVACY INFORMATION**

All personal information provided by you in your application including all annexes is collected, processed and used by ÄRZTE OHNE GRENZEN only for the purpose of filing, analysing, identification and forwarding of your application. Your personal information is available to the respective Human Resources staff of ÄRZTE OHNE GRENZEN Germany and the sections in the international network of ÄRZTE OHNE GRENZEN / Médecins Sans Frontières. These shall not use your data for purposes other than the aforementioned.

On request, you can view your recorded personal information free of charge. Furthermore, you have the right to have completely deleted your personal data, or to have corrected any incorrect data, at any time. Please, send your related inquiry to: ÄRZTE OHNE GRENZEN e.V., Human Resources Department, Am Köllnischen Park 1, 10179 Berlin, Germany. ÄRZTE OHNE GRENZEN respects all relevant data security regulations and laws and handles data storage and deletion accordingly.

By signing this document you accept the conditions stated above.

The general privacy conditions of ÄRZTE OHNE GRENZEN you can find in the internet under:  
[www.aerzte-ohne-grenzen.de](http://www.aerzte-ohne-grenzen.de)

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT**

Signature

Place

Date

**YOU HAVE COMPLETED THIS FORM, PLEASE RETURN IT, ALONG WITH THE FOLLOWING:**

- Detailed **Letter of Motivation** (Why do you want to volunteer with MSF?)
- **English CV** (tabular), with detailed information about job contents and responsibilities
- copies of **diploma** and **certificates**
- for surgeons/anaesthetists: **operations catalogue**
- a recent **passport picture** (optional)

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