 Registration No.: IS:

To be completed by MSF staff

Received: / /

**APPLICATION FORM**

***Please make sure you have completed all sections of this form.***

***If you do not complete all sections we may have to reject your application.***

**Personal data**

First name: Family name:

Sex: Nationality:

Date of birth:　 dd/mm/yy

Address:

Tel (home): Fax (home):

Tel (cell): E-mail:

**Application for the position of**

**Have you ever applied to or worked for MSF before?**□ Yes □No

**If yes, please state the year and the MSF office you applied to/worked for.**

**Availability**

From: dd/mm/yy Until:□ No fixed date 　　or dd/mm/yy (□provisionally □fixed)

\*Each position has different length of mission. Check our website first.

Length of mission: □4 weeks □6 weeks □2 months □3 months □more than 6 months

When do you wish to be notified? At least weeks before the departure date.

**Language proficiency** (Mark appropriate boxes)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Native** | **Advanced** | **Intermediate** | **Pre-intermediate** |
| Mother tongue | Able to speak the language fluently | Able to speak the language in every day working environment | Able to engage in simple conversation　in multinational setting |
| English |  |  |  |  |
| French |  |  |  |  |
| Spanish |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |

**Any language qualification you have.**

**Motivation:** Please explain why you want to work with MSF.

(If this space is insufficient, please attach an additional sheet of paper)

**Education & work history**

Please write your education, training, and work history in reverse chronological order, starting with the most recent first. Refer to the example below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Length | Place | Name of organization | Summary of duties | Status |
| **<Example>**  4/2005 - present | More than 8 years | Osaka,  Japan | XXX hospital | * Provide nursing care in general internal medicine, surgical ward and ER. * Team leader from 2006 | Staff nurse |
| 04/2004 – 3/2005 | 1 year | Abuja, Nigeria | XXXX (international NGO) | Provide hygiene education at elementary schools in 3 states. | Volunteer |
| 11/2003- 3/2004 | 5 months | Nagoya,  Japan | XXX temp staff Co., Ltd. | Support visiting bath service for elderly people and provide basic health check as a nurse | Part time visiting care staff |
| 10/2002- 10/2003 | 1 year | England | XXX language school | Study English | Student |
| 04/1997- 09/2002 | 4 years and 6 months | Tokyo,  Japan | XXX municipal hospital | Provide nursing care to patients in OBGYN,NICU and pediatric ward. | Staff Nurse |
| 04/1993 – 03/1997 | 4 years | Tokyo, Japan | XXXX college of nursing | Studied nursing | Student |

**Fill in below** \*Please write the details in your CV

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Length | Place | Name of organization | Summary of duties\* | Status |
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**Overseas travel experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Country | Year | Type of travel  Employment, volunteer work, package tour, solo-back packer etc. | Duration of stay |
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**Clinical experience/knowledge**

Mark appropriate boxes in the following areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tropical medicine | Infectious diseases | International/public health | | Other |
| ☐ Malaria | ☐ Tuberculosis | | ☐ Vaccination campaign | ☐ War surgery |
| ☐ Cholera | ☐ HIV/AIDS | | ☐ Nutrition | ☐Obstetrics/Gynecology |
| ☐ Kala Azar | ☐ STD | | ☐ Mother & Child Health | ☐ Operation theater |
| ☐ Sleeping sickness | ☐ Other ( ) | | ☐ Epidemiology | ☐ Emergency room |
| ☐Hemorrhagic fever |  | | ☐ Other ( ) | ☐ ICU |
| ☐ Parasites |  | |  | ☐ Disaster medicine |
| ☐Other ( ) |  | |  | ☐ Pediatrics |
|  |  | |  | ☐Neonatology |
|  |  | |  | ☐Toxicology |
|  |  | |  | ☐ Mental health |
|  |  | |  | ☐ Health promotion/education |
|  |  | |  | ☐ Teaching/training for others |
|  |  | |  | ☐ Other ( ) |
|  |  | |  |  |

**Other skills**

Computer literacy

**Other information** (Mark appropriate boxes)

Visa status in Japan/South Korea/Russia: ☐Home country ☐Permanent/Spouse ☐Temporary ☐None

Health condition ☐　Healthy ☐　Health problems

\* Once you are officially registered in MSF Japan field human resource pool, you will be required to submit a medical certification before going on a mission.

Criminal history ☐　Yes ☐　No

\* You will be required to submit a non-criminal record in your society in order to apply for a visa to work in the country where MSF is working.

If there is other information you wish to give us, please write in this section.

**The MSF Charter**

|  |  |
| --- | --- |
| |  | | --- | | Doctors Without Borders/Médecins sans Frontières (MSF) is a private international association. The association is made up mainly of doctors and health sector workers and is also open to all other professions which might help in achieving its aims. All of its members agree to honor the following principles:  Médecins Sans Frontières provides assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. They do so irrespective of race, religion, creed or political convictions.  Médecins Sans Frontières observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and claims full and unhindered freedom in the exercise of its functions.  Members undertake to respect their professional code of ethics and to maintain complete independence from all political, economic, or religious powers.  As volunteers, members understand the risks and dangers of the missions they carry out and make no claim for themselves or their assigns for any form of compensation other than that which the association might be able to afford them. | |

**I certify that the information supplied is correct and that I agree to accept the MSF Charter above. I also understand that MSF may not interview me.**

**Name/Signature** **Date**

**Where did you first hear about MSF?**

**Word-of-Mouth/ Events**

☐Friend/Family ☐Teacher/Professor ☐Colleague

☐Event Name, location and the year that the event took place

**Mass media (when you check, please provide us with details)**

☐Newspaper ☐Radio

☐Television ☐Other publications

☐Poster / advertisement Where did you see the poster/advertisement?

**Online sources**

☐MSF Japan Website ☐MSF Korea Website ☐Other MSF Website which country’s website?

☐MSF Facebook ☐MSF Twitter ☐MSF Line ☐MSF LinkedIn ☐MSF YouTube ☐MSF Google+

☐JICA PARTNER ☐Other website URL or the name of the website

☐**Others** Please explain

**When did you get to know about MSF?**

☐In elementary school ☐In junior high school ☐In high school ☐In university

☐In 20s ☐In 30s ☐In 40s ☐In 50s ☐Over 60 years old

**What helped you to decide to apply for MSF?**

**Word-of-Mouth/ Events**

☐Info Session/海外派遣スタッフ募集説明会 year place year place year place

☐Webinar ☐Friend/Family ☐Teacher/Professor ☐Colleague

☐Event Name, location and the year that the event took place

**Mass media (when you check, please provide us with details)**

☐Newspaper ☐Radio

☐Television ☐Other publications

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☐JICA PARTNER ☐Other website URL or the name of the website

☐**Others** Please explain

**When did you start thinking about applying to MSF?**

☐In university ☐In 20s ☒In 30s ☐In 40s ☐In 50s ☐Over 60s