



ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

AACC-CETA

General Secretariat (HQ): P. O. Box 14205, 00800 Westlands, Nairobi, Kenya

Tel: +254 724 253 354, + 254 113 507 868, + 254 20 4441483 • E-mail: secretariat@aacc-ceta.org • Website: www.aacc-ceta.org

JOB APPLICATION FORM

Position applying for:

Would you consider other posts besides the one you have listed above? (Please circle) **Yes / No**

The All Africa Conference of Churches (AACC) is an equal opportunities employer and is committed to diversity amongst its staff and does not discriminate in hiring or terms and conditions of employment because of an individual's disability, marital status, age or gender. Due to the nature of the work and purpose and ethos of a Christian mission organisation, it is a genuine occupational requirement that the job holder be a Christian.

General notes:

- Applications after the closing date will not be considered.
- Receipt of all applications will be acknowledged and applicants will be notified on whether they have been selected for an interview as soon as possible after the closing date.

Please submit the following:

1. Dully filled application form.
2. Application / Cover letter of not more than two (2) pages stating your reasons for wanting to work with the AACC, as well as your main qualifications and alignments with this specific role.
3. Curriculum Vitae.
4. Copies of academic and professional certificates and transcripts.

Section 1 – Personal Particulars

Surname		First Name	
Full Name (as in Passport)			
Full address			
Mailing address, if different			
E-mail address			
Mobile Phone No.			
Other Contact No.			
Date of Birth		Citizenship	

Marital Status	Single/Married/ Divorced/Widowed/ Others:.....	Number of children	
Hobbies			

Section 2 – Church Membership

Name of Denominational Church			
Are you ordained? YES <input type="checkbox"/> NO <input type="checkbox"/>	Number of years as member of this church:		

Section 3 - Educational Background

Please list from the highest qualification.

Qualification	Name of Institution & Country	Full/Part-time & On-campus/ Remote	From Mth/Yr	To Mth/Yr

Other course(s) currently pursuing (if any)

Qualification	Name of Institution & Country	Full/Part-time; & On-campus/ Remote	From Mth/Yr	To Mth/Yr

Section 4 – Employment History

Please start with your most recent employment

Position Held	Employing Organisation	Country	From Mth/Yr	To Mth/Yr

Section 5 – Current Professional Membership

Position Held	Professional Institution/Body	Country	From Mth/Yr	To Mth/Yr

Section 6 – Personal Disclosure

1. Have you been discharged or dismissed from the service of your previous employers? If yes, please give details:	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Have you been convicted in a court of law in any country or any ongoing legal proceedings? If yes, please give details:	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Have you ever been declared a bankrupt? If yes, please give details:	YES <input type="checkbox"/> NO <input type="checkbox"/>

Please indicate any considerations that would affect your acceptance of the job:

Section 7 – Character References

Please note that any job offer is subject to satisfactory references. References will be sought for shortlisted candidates. Please name **3** referees who have worked closely with you in the last 5 years and who can comment on your work ethics and leadership ability. One of the references must be your current or most recent employer.

Name	Email address	Relationship	Years Known

Section 8 - Declaration

I hereby declare that all the particulars/information given herein are true and correct and I have not wilfully suppressed any material facts. I hereby give consent to collection, use and disclosure of my personal data by the AACC (or its agents) for the purpose of the processing and administration by the AACC relating to this attached job application.

Signed: **Date:**

NOTE: Any false declaration or withholding of information will render you to disqualification and if appointed, to a dismissal – without notice and compensation – and/or appropriate legal proceedings.

Please submit the completed form to the General Secretary via the email address below:
admin@aacc-ceta.org

PRESIDENT: Rt. Rev. Arnold C. Temple • GENERAL SECRETARY: Rev. Dr. Fidon Mwombeki

SUB-OFFICES

African Union Liaison Office: Nifasilk Lafto Sub City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95
E-mail: aaccoffice.au@aacc-ceta.org

Bureau Régional: 01 B.P. 2268 - Lomé 01, 1235, Rue de la Paix Bè-Château - Lomé-Togo • Tel: +228 22 21 59 24
Email: bureauregional@ceta-aacc.org