



ASIA AND PACIFIC ALLIANCE OF YMCAs

23 Waterloo Road, 6/F, Administration Building,
Yau Ma Tei, Kowloon, Hong Kong SAR

Recent
Photo

APPLICATION FORM FOR THE POST OF GENERAL SECRETARY

Please fill in the Application form, which is split into 9 parts. Please fill in all parts of the form and send it to **APAY GS Search Committee, 6 floor Administration BLDG, 23 Waterloo Road, Kowloon, Hong Kong SAR.**
E-mail: jcwyauehk@netvigator.com and kohei@asiapacificymca.org

(For office use)

Application ID :

Date of submit : _____

1. PERSONAL DETAILS

First name		Family Name	
Nationality		Marital Status	<input type="checkbox"/> - Single <input type="checkbox"/> - Married
Date of Birth		Gender	<input type="checkbox"/> - Male <input type="checkbox"/> - Female
Permanent Address			
Contact Address			
Mobil Telephone		Home Telephone	
E-mail Address			
Religion		Church Affiliation, status	
Spouse's Name		Number of Children	
Age of Children		Education level of the Children	

2. ACADEMIC EDUCATION & PROFESSIONAL QUALIFICATIONS

List any formal education you have obtained (start with the most current university to high school) . Please attach a copy of degrees					
Institution Name, Location (city & country)	Attended		Degree Obtain	Major	
	From	To			

3. TRAINING COURSES ATTENDED

Include in this section any relevant training courses that you have attended. (attach copies of the certificate)			
Institution Name, Location (city & country)	Training Title	Duration	Year

4. LANGUAGE SKILL

List of your languages skill and tick ✓ (Ex: Excellent, G: Good, F: Fair, P: Poor)																
Languages	Writing*				Speaking				Reading				Listening			
	Ex	G	F	P	Ex	G	F	P	Ex	G	F	P	Ex	G	F	P

*Attach published articles / books if any

5. EMPLOYMENT DETAILS. (Please record below the details of your **current or most recent** employment).

Name of YMCA / Organization			Country	
Address, Tele,				
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Volunteer	
Start Date		End Date		
Salary				
Reason for leaving (if applicable)				
Description of your duties and responsibilities/ Work experiences				

YMCA work experiences (Please record below the details of your work experience in the YMCA beginning with the most recent first, use additional sheet if necessary).

Name of YMCA			Country	
Address, Tele,				
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> - Volunteer	
Start Date		End Date		
Reason for leaving (if applicable)				
Description of your duties and responsibilities				

International Work Experience (Please record below the details of your international work experience. Use additional sheet if necessary)

Name of Organization/ YMCA			Country	
Address, Tele,				
Type of Organization	<input type="checkbox"/> - Ecumenical org <input type="checkbox"/> - NGO <input type="checkbox"/> - Civil Society Org <input type="checkbox"/> -Other:_____			
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> - Volunteer	
Start Date		End Date		
Description of your duties and responsibilities/ Work experiences				

Ecumenical/ Civil Society org. Work Experiences (Please record below the details of your ecumenical / civil society org. Work experience. Use additional sheet if necessary.)

Name of Organization			Country	
Address, Tele,				
Type of Organization	<input type="checkbox"/> - Ecumenical org. <input type="checkbox"/> - NGO <input type="checkbox"/> - Civil Society org <input type="checkbox"/> -Other:_____			
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> - Volunteer	
Start Date		End Date		
Description of your duties and responsibilities/ Work experiences				

6. SUPPORTING INFORMATION

In this section please give your reasons for applying for this post and additional information, which shows how you match the person specification for the job. This can include relevant skills, knowledge, experience, voluntary activities, record of involvement in International work, etc. (use additional sheet if necessary)

In this section please explain briefly, why would you like to work for Asia And Pacific Alliance of YMCAs?

7. HEALTH

Declaration of health fitness	
Are you currently receiving treatment / medication on regular basis?	
If Yes Give details	
Are you able to provide medical fitness certificate from a Registered medical practitioner if employed	

8. DECLARATION

I certify that all information I have provided above is true, complete and correct to the best of my knowledge and belief. I understand that any false or withheld information on this application form leads to termination or dismissal.

Signature			
Name		Date	

9. ENDORSEMENT OF THE NATIONAL COUCIL OF YMCA

The National Council of YMCA of ----- (Country) endorsed the application of

.....(Name of the candidate) at its meeting held on resolution No

National President

Date

National General Secretary

10. ATTACHMENTS

*Attachments:	<ol style="list-style-type: none">1. A copy of obtained certificate/Diplomas2. A copy of passport3. Other supported document if necessary.4. All documents are not return.
---------------	---

The duly filled application with attachments be registered post-mailed to The Chairman, search Committee, Asia and Pacific Alliance of YMCAs, 6th floor Administration BLDG, 23 Waterloo Road, Kowloon , Hong Kong SAR.

And also send E-mail to the followings: jcwyaauhk@netvigator.com and kohei@asiapacificymca.org