

# BAHÁ'Í WORLD CENTRE

**CONFIDENTIAL**

## BIOGRAPHICAL INFORMATION

### Directions:

- Please fill out this form as carefully and completely as possible and return by email to <serve@bwc.org> or post to: P.O. Box 155, Haifa, 3100101, Israel
- Please send a photograph of yourself (for identification purposes i.e. head and shoulders only).
- Please attach a Curriculum Vitae/Résumé if relevant.
- A separate form is to be completed by each person over 18 years of age.

## PERSONAL INFORMATION

Your name as it appears on your passport and/or official documents.

<b>Title:</b>	<input type="checkbox"/>	Mr.	<b>Gender:</b>	<input type="checkbox"/>	Male
	<input type="checkbox"/>	Mrs.		<input type="checkbox"/>	Female
	<input type="checkbox"/>	Miss	<b>Date of Birth:</b>		
	<input type="checkbox"/>	Ms.	Day	Month	Year
	<input type="checkbox"/>	Dr.			
<b>First Name(s):</b>					
<b>Middle Name(s):</b> (if applicable)					
<b>Family Name(s):</b>					
<b>Preferred Name:</b> (optional)				<b>Country of Birth:</b>	
<b>Previous Family Name(s):</b> (if applicable)				<b>Citizenship:</b>	
				<b>Other Citizenships:</b>	

## APPLICATION HISTORY:

<b>Have you served as staff or offered to serve at the Bahá'í World Centre before?</b>	<input type="checkbox"/>	Yes, I have served as a member of the staff
	<input type="checkbox"/>	Yes, I have offered to serve in the past
	<input type="checkbox"/>	No, this is my first offer to serve

## AVAILABILITY

<b>Longest time you could serve if invited:</b> (please check all that apply)	<input type="checkbox"/>	12 months (1 year)	<input type="checkbox"/>	Up to 30 months (2.5 years)
	<input type="checkbox"/>	Up to 18 months (1.5 years)	<input type="checkbox"/>	Up to 5 years
<b>When would you be available to begin service?</b> (month & year)	<b>Earliest start:</b>			
	<b>Latest start:</b> (optional)			
<b>If invited, how much time do you need to prepare to come?</b>				
<b>If there are any conditions which might delay your coming, please explain:</b> (optional)				

## CONTACT DETAILS

Please provide as many ways of contacting you as possible.

<b>Your email address:</b>	
<b>Main contact phone number:</b> (Please include your country code, like +44 020 123456)	
<b>Another phone:</b> (optional) (Please include your country code, like +212 020 123456)	

<b>Current home address:</b> (Building and Street)			
<b>Village, town or city:</b>		<b>Postal Code:</b>	
<b>State/Province:</b>		<b>Country:</b>	
<b>Length of time at this address:</b> (months & years)			

If your mailing address is different from your home address, please provide it here:

<b>Current mailing address:</b> (Apt.#, Building and Street)			
<b>Village, town or city:</b>		<b>Postal Code:</b>	
<b>State/Province:</b>		<b>Country:</b>	

<b>Previous home addresses:</b> List any other places you have lived for more than six months during the past 5 years. (Please use a new line for each place of residence and specify city, country, and time period living at that location)

<b>Do you have a valid passport?</b>	<input type="checkbox"/>	Yes, I have a passport from one country
	<input type="checkbox"/>	Yes, I have passports from two or more countries
	<input type="checkbox"/>	No

<b>Do you hold a valid driver's license?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
<b>If yes, how much driving experience do you have:</b>	<input type="checkbox"/>	0 – 2 years	<input type="checkbox"/>	3 – 5 years	<input type="checkbox"/>	5+ years
<b>If yes, what type of vehicle can you drive? (check all that apply)</b>	<input type="checkbox"/>	Automatic	<input type="checkbox"/>	Heavy van/truck		
	<input type="checkbox"/>	Manual	<input type="checkbox"/>	Tractor		

## EDUCATION

List any academic and vocational credentials received, including degrees, trade and correspondence courses, and apprenticeship programmes. (If providing a Curriculum Vitae/Résumé, go to the next section.)

<b>What level of education do you have?</b>	<input type="checkbox"/>	Primary	<input type="checkbox"/>	High School (Secondary)	<input type="checkbox"/>	University or College (Post-secondary and Graduate)	<input type="checkbox"/>	None
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<b>Degree or Certificate:</b>		<b>Name of the Institution:</b>	
<b>Specialization(s):</b>		<b>Location:</b> (city, country)	
<b>Start date:</b> (month & year)		<b>Completion date:</b> (month & year)	

<b>Degree or Certificate:</b>		<b>Name of the Institution:</b>	
<b>Specialization(s):</b>		<b>Location:</b> (city, country)	
<b>Start date:</b> (month & year)		<b>Completion date:</b> (month & year)	

<b>Degree or Certificate:</b>		<b>Name of the Institution:</b>	
<b>Specialization(s):</b>		<b>Location:</b> (city, country)	
<b>Start date:</b> (month & year)		<b>Completion date:</b> (month & year)	

## WORK EXPERIENCE

Please list all employment for the past ten years, including volunteer work, apprenticeships, temporary or summer jobs, etc. (If providing a Curriculum Vitae/Résumé, go to the next section.)

<b>Job Title:</b>			
<b>Description:</b>			
<b>Employer Name:</b> (or "Self")		<b>Location:</b> (city, country)	
<b>Start date:</b> (month & year)		<b>End date:</b> (month & year)	

<b>Job Title:</b>			
<b>Description:</b>			
<b>Employer Name:</b> (or "Self")		<b>Location:</b> (city, country)	
<b>Start date:</b> (month & year)		<b>End date:</b> (month & year)	

<b>Job Title:</b>			
<b>Description:</b>			
<b>Employer Name:</b> (or "Self")		<b>Location:</b> (city, country)	
<b>Start date:</b> (month & year)		<b>End date:</b> (month & year)	

<b>A number of positions can draw on skills developed through activities, so it would be helpful to know of other relevant experience you have</b> (e.g. farming, gardening, managing busy family schedules, organizing events, carrying out home repairs, etc.)

## LANGUAGE SKILLS

<b>Language:</b>	English				
Please indicate your level of written proficiency:		Very little	Please indicate your level of oral proficiency:		Very little
		Beginner			Beginner
		Conversational			Conversational
		Fluent			Fluent
		I have experience translating into English			I have experience translating into English

List all other languages you read, write and/or speak, indicating level of written and oral proficiency

<b>Language:</b>					
Written proficiency:		Very little	Oral proficiency:		Very little
		Beginner			Beginner
		Conversational			Conversational
		Fluent			Fluent
		I have experience translating into this language			I have experience translating into this language

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<b>Language:</b>					
Written proficiency:		Very little	Oral proficiency:		Very little
		Beginner			Beginner
		Conversational			Conversational
		Fluent			Fluent
		I have experience translating into this language			I have experience translating into this language
<b>Language:</b>					
Written proficiency:		Very little	Oral proficiency:		Very little
		Beginner			Beginner
		Conversational			Conversational
		Fluent			Fluent
		I have experience translating into this language			I have experience translating into this language

### BAHÁ'Í EXPERIENCE

<b>Date of Bahá'í registration:</b>		<b>Community and Country of registration:</b>	
<b>Name of the cluster and community(-ies) where you are participating in Bahá'í activities:</b>			
<b>Name(s) of the Auxiliary Board Members assigned to your area:</b>		1)	
		2)	

<b>Describe the life and activities of your community:</b>	
<b>Describe your involvement in your community</b>	

### SKILL AREAS:

<b>General computer skill level:</b>		I rarely/never use a computer
		I am comfortable using a computer for basic tasks like email and document writing (e.g. Word)
		I use a computer frequently for office tasks such as filing and analysis (e.g. Excel)
		I use advanced software on a daily basis
<b>Specialized computer software (related to programming, architecture/design, audiovisual, etc.):</b>		
Please indicate how many years of experience you have with each program		

<b>Your own professional homepage: (optional)</b>	
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### Trade Skills:

	Air conditioner repair		Electrical wiring
	Carpentry		Furniture repair & Upholstery
	Cooking		Gardening
	General repairs		Home appliance repair (fridge, oven, fan, etc.)
	Painting		Machine repair (lawn mowers, hedge clippers, chainsaws, etc.)
	Plumbing		Stoneworking
	Welding & Ironworking		

**Professional Skills:**

	Actuary		Administration
	Architecture & Construction		Archival Conservation and Preservation
	Business Management		Economics
	Education		Health Care
	Horticulture & Agriculture		Human Resource Management
	Law		Library Sciences & Cataloguing
	Procurement and Logistics		Public Relations
	Real Estate & Property Development		Translation
<b>Engineering</b>			
	Civil Engineering		Electrical Engineering
	Mechanical Engineering		Structural Engineering
	Water Engineering		Other Engineering
<b>Finance</b>			
	Accounting & Banking		Certified Accountant
	Certified Auditor		Investment
<b>Information Technology</b>			
	Data Centre		Information Security
	IT Strategy & Architecture		Networking & Telecommunications
	Software Development & Support		User Experience Design
	Graphic Designer		General IT

**General Skills:**

Arts and Crafts:		Occasionally		Often		Very Often
Document Research:		Occasionally		Often		Very Often
Editing/proofreading:		Occasionally		Often		Very Often
Writing formal documents:		Occasionally		Often		Very Often

**Interpersonal Skills (please check all that apply):**

	Comfortable speaking to large groups or crowds (40+ people)		Comfortable working alone
	Comfortable working in a team		Comfortable working with minimal supervision
	Experience with managing a team		

**Other Skills (please check all that apply):**

	Physically Fit		Comfortable lifting heavy items (over 25kg)
	Comfortable standing for several hours		Comfortable with heights (climbing tall ladders)
	Comfortable with shift work		Comfortable working at night
	Comfortable working outdoors		

<b>Certain positions involve writing, editing, and/or proofreading—would you be interested in completing a related exercise?</b>	<input type="checkbox"/>	Yes
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## MARITAL STATUS

Please select the one that is most relevant and provide the additional information, as required.

<b>1. Never Married</b>			
<b>2. Engaged to be married</b>	<b>Date of wedding:</b>	Day:	
		Month:	
		Year:	
	<b>Your fiancé(e) full name:</b>		
	<b>Your fiancé(e) previous family name:</b> (if applicable)		
	<b>Is your fiancé(e) Bahá'í?</b>	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
<b>Is your fiancé(e) applying with you?</b>	<input type="checkbox"/>	Yes	
	<input type="checkbox"/>	No	
<b>3. Married</b>	<b>Your spouse</b>		
	<b>Title:</b>		
	<b>First name:</b>		
	<b>Middle name:</b>		
	<b>Family name:</b>		
	<b>Previous family names (if applicable):</b>		
	<b>Preferred Name:</b>		
	<b>Is your spouse Bahá'í?</b>	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
<b>Is your spouse applying with you?</b>	<input type="checkbox"/>	Yes	
	<input type="checkbox"/>	No	
<b>4. Widowed</b>			
<b>5. Separated</b>			
<b>6. Divorced</b>	<b>Date divorce finalized:</b> Please send us a copy of the divorce agreement.	Day:	
		Month:	
		Year:	

## DEPENDANTS

Number of children or adults who are dependent on you. (A dependant may be anyone that relies on your care or financial support, be it a child, parent, or other person.)

<b>Do you have any dependants?</b>	<input type="checkbox"/>	Yes, I have one or more dependants	<i>If you answered "No" to both questions, you may go to the next section.</i>
	<input type="checkbox"/>	No	
<b>Are there any others likely to become dependants in the foreseeable future?</b>	<input type="checkbox"/>	Yes	
	<input type="checkbox"/>	No	
<b>If yes, please provide the following details for each person:</b>			
<b>1.</b>	<b>Title:</b>		
	<b>First Name:</b>		
	<b>Middle Name:</b>		
	<b>Family Name:</b>		
	<b>Date of Birth:</b>		
	<b>Relationship to you:</b>		
	<b>Are you planning to have them relocate to the Baha'i World Centre with you?</b>	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
<b>2.</b>	<b>Title:</b>		
	<b>First Name:</b>		
	<b>Middle Name:</b>		
	<b>Family Name:</b>		
	<b>Date of Birth:</b>		
	<b>Relationship to you:</b>		
	<b>Are you planning to have them relocate to the Baha'i World Centre with you?</b>	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

3.	Title:	
	First Name:	
	Middle Name:	
	Family Name:	
	Date of Birth:	
	Relationship to you:	
	Are you planning to have them relocate to the Baha'i World Centre with you?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	

**FINANCIAL INFORMATION**

<b>Describe your current financial situation including responsibilities for any dependants, debts, loans, and any business(es) you have or intend to have:</b>

If you have any financial obligations, debts and/or loans, please specify how they will be taken care of if you are invited.

Type	Outstanding Amount (include currency)	Amount of monthly payment (optional)	Plan for repayment
Loan - Automobile			
Loan - Credit card			
Loan - Mortgage			
Loan - Student			
Alimony			
Children's education			
Child support			
Dependent family			
Other			

**RELATIVES IN ISRAEL**

Do you currently have relatives living in Israel? (who are not serving as members of staff at the Bahá'í World Centre)	<input type="checkbox"/> No
	<input type="checkbox"/> Yes

**ADDITIONAL INFORMATION**

Do you have any plans to visit the Bahá'í World Centre soon?	<input type="checkbox"/> Yes	If yes, approximate dates:	
	<input type="checkbox"/> No		
Describe any other aspect of your experiences and interests in life that you feel relevant to share:	     		
Describe what motivated you to offer to serve at the World Centre:	     		
Describe any travels you have undertaken, in your country or other countries:	     		

**DISCLAIMER**

I agree that the Bahá'í World Centre may contact various Bahá'í institutions or their members to receive references or further information in relation to my offer of service.

<b>Please indicate that you agree to this clause:</b>	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

**SURVEY**

In our effort to improve the recruitment process we would be grateful for your response to the following questions.

<b>How did you find out about service at the Bahá'í World Centre?</b> (check all that apply)	<input type="checkbox"/>	Friend serving at the Bahá'í World Centre
	<input type="checkbox"/>	Friend who used to serve at the Bahá'í World Centre
	<input type="checkbox"/>	Another friend
	<input type="checkbox"/>	Institution or Institution member
	<input type="checkbox"/>	During a visit to the Bahá'í World Centre
	<input type="checkbox"/>	Email announcement from the Office of Personnel
	<input type="checkbox"/>	Community newsletter
	<input type="checkbox"/>	Other

**DOCUMENTS**

When submitting this form, please also provide a photograph of yourself and two samples of your written work in English (e.g., essay, business letter).