

# THE BIBLE SOCIETY OF MALAWI



God's Word Life for All

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*The Bible Society of Malawi is the biggest Translator, Publisher and Distributor of the Bibles in Malawi, an inter-confessional organization seeking to serve all Christian Churches and Church related organizations. We seek to carry out our task in partnership and co-operation with all Christian Churches and Church related-organizations. We belong to a Global network of 146 National Bible Societies operating in over 200 countries that has been in existence since 1946. The Mandate of Bible Society of Malawi (BSM) is to serve the Lord Jesus Christ and His Church by translating, producing, distributing and encouraging the people to use scriptures in their day to day lives and our vision is that every person in Malawi should have access to the scriptures of their preferred language and format.*

## **Note:**

Please note all fields in the form are mandatory and needs to be filled correctly in your own handwriting. BSM encourages all incumbents to read Job Description carefully before completing this application form. All information collected on this application form is held in the strictest confidence under the discretion of BSM.

Please complete and return this application form to Executive Director, Bible Society of Malawi, PO Box 740, Blantyre, or email to [bsmalawi@biblesocieties.org](mailto:bsmalawi@biblesocieties.org)

## **1. Application for Employment**

<b>Full Name:</b>	
<b>Position applied for</b>	
<b>Position based in (Location)</b>	
<b>Where did you learn about this vacancy</b>	Newspaper      BSM Website      Friend Other(please specify)
<b>Have you ever been employed by BSM? If Yes,</b>	Yes:      No: Location:      Position:      Year:
<b>Have you ever made an application to BSM?</b>	Yes:      No:
<b>If Yes</b>	Position:      Year:

*Committed to serving the Lord Jesus Christ and His Church in Malawi in ensuring the availability of the affordable Holy Scriptures which are faithful to the original texts, without doctrinal note or comment in various formats and media for worship, witness, discipleship and spiritual growth through Translation, Production, Distribution and Non-print Media Programmes.*

Bible Society of Malawi is a Christian Organisation and we carry out our programmes, systems and organisational cultures and values based on Christian Values. Do you have any concern working in such an organisation? **Yes/No. If Yes, please explain**

## 2. Personal Information

<b>Full Name:</b>			
<b>Gender:</b>	Male	Female	<b>Marital Status:</b>
<b>Date of Birth:</b>			
<b>Nationality:</b>			Married
<b>Religion:</b>			Divorced
<b>Permanent Address:</b>			Widow(er)
<b>Present Address (if different from permanent address) :</b>			<b>National ID Card No.:</b>
			<b>Email Address:</b>
			<b>Landline No.:</b>
			<b>Contact Number(s):</b>
			<b>Mobile No.:</b>

## 3. Family Information

<b>Name of Father</b>			
<b>Name of Mother</b>			
<b>Name of Spouse (if married)</b>			
<b>Number of children</b>			
<b>Name of Child</b>		<b>Date of Birth</b>	
<b>Name of Child</b>		<b>Date of Birth</b>	
<b>Name of Child</b>		<b>Date of Birth</b>	
<b>Name of Child</b>		<b>Date of Birth</b>	

## 4. Emergency Contact Details (In Case of Emergency)

	<b>Name</b>	<b>Contact Number</b>	<b>Relationship to you</b>
1.			
2.			

### 5. Qualifications

(List exact names of all academic institutions attended including before and after School Leaving Certificate and diplomas/degrees or equivalent qualifications obtained (highest education first)

Level	Subject/Faculty	University/Institution	Study Duration	Results (%)
<i>e.g. BA</i>	<i>e.g. Marketing</i>	<i>e.g. Mzuzu University</i>	<i>eg. 2001 - 2004</i>	<i>eg. 1<sup>st</sup> division</i>

### 6. Employment Record

(Starting with your present post, list in reverse order every job you were engaged in. Use a separate block for each employment)

6.1 PRESENT POST (LAST POST, IF NOT CURRENTLY EMPLOYED)			
Employer	Date of employment	From	To
		dd/mm/yy	dd/mm/yy
	Basic salary per month	Starting	Final
	Position Title (as specified in your letter of contract/agreement)		
Address of Employer	Name of Supervisor		
	Supervisor's email ID and telephone number		
	Reason for leaving		
Major job responsibilities in the position			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>			

<b>6.2 PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)</b>			
<b>Employer</b>	<b>Date of employment</b>	<b>From</b>	<b>To</b>
		dd/mm/yy	dd/mm/yy
	<b>Basic salary per month</b>	Starting	Final
	<b>Position Title (as specified in your letter of contract/agreement)</b>		
<b>Address of Employer</b>	<b>Name of Supervisor</b>		
	<b>Supervisor's email ID and telephone number</b>		
	<b>Reason for leaving</b>		
<b>Major job responsibilities in the position</b>			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>			

<b>6.3 PREVIOUS POSTS (IN REVERSE ORDER)</b>			
<b>Employer</b>	<b>Date of employment</b>	<b>From</b>	<b>To</b>
		dd/mm/yy	dd/mm/yy
	<b>Basic salary per month</b>	Starting	Final
	<b>Position Title (as specified in your letter of contract/agreement)</b>		
<b>Address of Employer</b>	<b>Name of Supervisor</b>		
	<b>Supervisor's email ID and telephone number</b>		
	<b>Reason for leaving</b>		
<b>Major job responsibilities in the position</b>			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>			

Do you have any objections to our making inquiries with your present and previous employers?	
Yes	No

**7. Relevant training courses / learning activities**

(Please write details of other relevant training courses or learning activities which you feel may support your application)

Name, place and country	Type of course	Duration (attended from/to)	Major Theme	Impact to the work/life

**8. Language Proficiency**

Language	Level of spoken competency			Level of written competency		
	Basic	Intermediate	Advance	Basic	Intermediate	Advanced
English						
Chichewa						
Others						

**9. Computer Skills**

Please describe your level of computer literacy, stating applications in which you are competent.

## 10. Other Information

10.1	Please mention your expected monthly gross salary for this position:
10.2	Please state how soon will you be able to start working for BSM in case a job is offered to you?
10.3	Please note below any constraints or limitations we should be aware of regarding your interest in working with BSM:
10.4	Do you have a valid driving license? Yes:                      No:                      If Yes, for what type of Vehicle:
10.5	Do you have had any serious health issues in the last five years? Yes:                      No: If Yes, please write down the illness:
10.6	Do you consider yourself to have a disability? Yes:                      No:                      If yes, please give the details of any special arrangements, for example with communication access, which would help you during the recruitment process.
10.7	What are your Hobbies and Interests?
10.8	Have you ever been convicted for a criminal offence? Yes:                      No:                      If "Yes", please give details.
10.9	If you are offered a position with BSM, we require a police report of your criminal status from the police department. Do you have any reservation regarding this? Yes:                      No: If "Yes", please share:
10.10	This job may require travel to various BSM working locations in urban and rural areas. Please indicate whether you would be able to make this commitment.

## 11. Christian Faith

11.1 Briefly describe about your Christian faith

11.2 Which Church do you attend? (Please write name and full address and contact details)

Name of Pastor:

Contact Details: Telephone:

Mobile Number:

Email:

**12. Motivation with evidence**

(Using no more than 500 words, please write a brief answer for the following questions with specific examples to support your statement)

a) What motivated you to apply for this position? Please provide evidence of your ability to perform in each of the key duties outlined in the job description. Please ensure that you provide specific examples that outline how your skills, knowledge and experience meet these requirements.

b) Your own understanding of importance of a Bible in a Christian life.



### 13. References

Please provide the names of three professional people as references, one of which should be your current work supervisor / employer.

Name	Title	Organisation	Nature of professional relation	Address (include email and contact number)

### 14. Applicants Consent

I certify that all the information provided in this application for employment form is true and complete to the best of my knowledge. Hence I, hereby authorize Bible Society of Malawi (BSM) or its representatives to investigate the accuracy of my statements and the information provided in this form. It is understood that false or misleading information will disqualify me for any opportunities regarding this employment or any other job in BSM. Also this will result in immediate dismissal if I am an employee of BSM.

I hereby acknowledge that I have reviewed, understood the above statement and that I am aware of the fact that my personal information provided in this form will be processed by BSM or its representatives.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_