**APPLICATION FOR EMPLOYMENT**

PLEASE COMPLETE THIS FORM IN FULL AND CONVERT INTO PDF THEN ATTACH IT.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Applied for:** | | | | | | | Passport No if Available: |
| **Personal Details** | | | | | | | |
| Full Name: | | | | | | | Sex: |
| Date of Birth:  // | Place of Birth: | District: | | Province: | | | Town:  Email: |
| Marital Status: | Married, Single, Widowed, or Other: | | | | | | |
| **Permanent Address:** | | | | | Telephone/Mobile No: | | |
| Present Address (if different): | | | Until:  // | | Telephone/Mobile No: | | |
| **Education** | | | | | | | |
| **Secondary Education:** | | | | | | | |
| School: | | | | | | | |
| Grade Achieved: | | | Year Passed: | | | | |
| **Tertiary Education (University & Higher Education):** | | | | | | | |
| University/College: | | | Course: | | | Duration:  From: //  To: // | |
| Qualification Obtained:  Write: Certificate,Diploma, Bachelor,Masters, or Doctorate | | | | | | | |
| University/College | | | Course: | | | Duration:  From: // To: // | |
| Qualification Obtained:  CertificateDiplomaBachelorMastersDoctorate: | | | | | | | |
| Additional Qualifications, Further Study, Research  1.  2.  3. | | | | | | | |

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| **Employment Record** | | | | | |
| Present Position Held or Latest Position Held | | | Main duties& responsibilities | | |
| Name & address of employer |  | |  | | |
| Title of job: |  | |
| Period: | From: // To: // | |
| Present Salary per Month | | | If on HirshabelleState Grading, please state Grade | | |
| Previous Positions Held – in reversed consecutive order | | | | | |
| Name & address of employer |  | | Duties (In order of importance): | | |
| Title of job: |  | |
| Period: | From: //To: // | |
| Name & address of employer |  | | Duties: | | |
| Title of job: |  | |
| Period | From://To:// | |
| Name & address of employer |  | | Duties: | | |
| Title of job: |  | |
| Period | From: //To: // | |
| **References** | | | | | |
| Name three (3) immediate former supervisors or managers who can comment on your professional experience. These must not include Relatives. Before nominating them you should have their permission to give their names | | | | | |
| Name and Position | | Employer | | Email | Tel/Mob No. |
| 1. | |  | |  |  |
| 2. | |  | |  |  |
| 3. | |  | |  |  |
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| Professional / Civic Organizations membership: | ………….………………………………………………………………………………………………..…………………… |

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| Have you been convicted of an offence? If YES, give details.  NOYES |
| NOTE: The discovery of any in correct or misleading statement or deliberate omission could render any employment or contractual agreement void without compensation or repatriation: |

**Please write your application or past it here your Application Letter (it must not exceed this one A4 paper, please do not attach additional pages. CV’s are NOT allowed. A minimum of Ariel 12pt font can be used.)**