



# APPLICATION FOR EMPLOYMENT

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**PERSONAL INFORMATION**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Permanent Address: \_\_\_\_\_  
Street City Country

Position(s) applying for: \_\_\_\_\_

Phone No. (Home): \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_ NIC number \_\_\_\_\_

Date of birth (dd/mm/yy): \_\_\_\_\_ Marital Status: \_\_\_\_\_

Sex:  Male  Female No. of Dependent: \_\_\_\_\_

Next to Kin: \_\_\_\_\_  
Name Address Telephone number

Do you have a valid driver's license:  Yes  No State years of experience: \_\_\_\_\_

Have you ever been imprisoned or convicted? (If yes give reason(s)) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you involved in any (social, sporting etc.) activities? \_\_\_\_\_

State days and hours you are available for work: \_\_\_\_\_

Are you available on holidays?  Yes  No

Present/ most recent monthly salary: \_\_\_\_\_ Expected Monthly Salary: \_\_\_\_\_

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**EDUCATION**

<i>School Name and Location</i>	<i>Years of Schooling</i>	<i>Subjects of study</i>	<i>Degree or Grades obtained</i>
<b>High School</b>			
<b>College or university</b>			
<b>Specialized Training Trade School etc.</b>			
<b>Other Education</b>			

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**PREVIOUS EXPERIENCE**

State two most recent places of employment or school attended, reason for leaving and contact number:

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If all the above information is true and legitimate please sign: \_\_\_\_\_

## Employment Reference Form

To be completed by former employer:

Applicant name:	
Applicant Job Title:	
Applicant D.O.B:	

**Please answer all questions honestly and accurately:**

Specific dates of employment: <b>(Please use exact dates)</b>	<b>From:</b> (DD/MM/YYYY)	<b>To:</b> (DD/MM/YYYY)	
Job title:			
Nature of work, Specific duties, responsibilities:			
Reason for leaving employment?  <b>If dismissed please supply details:</b>			
Was applicant honest and trustworthy at all times?  Yes <input type="checkbox"/>  No <input type="checkbox"/> If no please supply full details:			

During employment was applicant the subject of a Disciplinary procedure  Yes: <input type="checkbox"/>  No: <input type="checkbox"/>	
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<p><b>If yes, please supply full details and outcome</b></p>	
<p>Would you re-employ applicant?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><b>If no, please state reasons why:</b></p>	
<p>Do you have any other information you feel would be relevant to an employer?</p>	

**Please tick which box accurately applies to the applicant:**

General Conduct	Excellent	Good	Satisfactory	Below Average	Poor
Ratings					

**Student Reference Form**

Candidate's Name: \_\_\_\_\_

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

Reference Name/Phone Number \_\_\_\_\_

Reference Position/school: \_\_\_\_\_

**Questions**

How long have you known this individual and in what capacity?		
Has this individual ever been suspended or expelled from school? (If yes, give reason for your answer).	Yes	No
How well did this individual got along with students/teachers? Very well _____ good _____ Average _____		
Compared to other students would you rank this individual in the : Bottom 1/3 _____ Middle 1/3 _____ Top 1/3 _____		
Would you have any reservations about recommending this individual to an employer?	Yes	No

Signature of referee: \_\_\_\_\_