**Employee Application for Employment**

**Position applied for:**

**Please note that all information is strictly CONFIDENTIAL and for OFFICE use only.**

Full name(s): Surname:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| 1. Personal Details |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Maiden Name:

Nationality:

Date of Birth:

Gender: Male / Female

Residential Address: Postal Address:

Home Phone Number:

Mobile Phone Number:

N.I.N:

Marital Status (Married/Single/Divorced/Others):

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Highlight of Qualifications:  2. Highlight of Qualifications | |  | |
| Qualification Name: (Diploma, Degree, etc*)* | Institution Attended | From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. Professional Work Experience: |  | | | |
| Company/Employer | Job Title | From | To | Salary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

4. Professional Training:

For the last 12 months, have you undergone any professional training whether sponsored by the

Employer or on your own means? (*If yes, please fill in below*)

|  |  |  |  |
| --- | --- | --- | --- |
| Training Course | Institution Attended | From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other Skills or Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| 5. References: |  | | |
| Company | Contact Person | Email Address | Phone Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6. Description of Career:

Please give a concise account of relevant experience and reasons applying for this position.

(Use additional sheets if necessary)

7. Languages:

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Written | Spoken |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

8. Hobbies:

|  |  |  |  |
| --- | --- | --- | --- |
| 9. Emergency contact  (Family Member): |  | |  |
| Name | Phone Number(s) | Relationship | Address |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10. Children / Dependants: |  | | | |
| Surname | Name | Gender | Date of Birth | Relationship |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 11. Next of Kin: |  | | |
| Name | Contact Number | Relationship | Address |
|  |  |  |  |

|  |
| --- |
| 12. Uniform: |
| Shoe size | Uniform Top (S,M,L,XL,XXL) | Uniform Bottom |
|  |  |  |

|  |
| --- |
| 13. Driving License: |
| Name | Vehicle Class | Validity Period |
|  |  |  |

Present Occupation (Employed / Not Employed):

When will you be available to take up employment?

**I hereby declare that the information given above is true and correct to the best of my knowledge.**

**Signature: Date:**

**Signature HR staff: Date:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**14. For Human Resources Office Use Only:**

( ) Personal Form Completed

( ) Passport Photo (if Applicable)

( )Contract of Employment

( ) Copy of I.D card/passport (If Applicable)

( ) Correct Salary Information (pay slip)

Islands Development Company Ltd