**Employee Application for Employment**

 **Position applied for:**

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

 Full name(s): Surname:

|  |  |
| --- | --- |
|  |  |
| 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