**Employment Application Form**

Position title you are applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job conditions you demand from the Group to be fulfilled (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Time period you can report to work, if you are selected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **I. PERSONAL INFORMATION**   |  | | --- | | Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender:\_\_\_\_\_\_\_\_\_\_\_  Residence address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Marital status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |     **II. EDUCATIONAL BACKGROUND**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Type of school | School name | Location | Years attended | Degree received and major | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **III. EMPLOYMENT HISTORY**   | Employer | | Tel. No. | Employment duration | position | Reason for leaving | | --- | --- | --- | --- | --- | --- | |  | |  |  |  |  | |  | |  |  |  |  | |  | |  |  |  |  | |  | |  |  |  |  | |  | |  |  |  |  | |  | |  |  |  |  | | Shall we contact your references?  YesNo | | | | |     **IV. LANGUAGE PROFICIENCY**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Language | Level of proficiency | | | | | Poor | Good | Very good | Excellent | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **V. Other certificates, skills and/or licenses**   |  |  | | --- | --- | | Please specify your special skills | Please list special certificates and  or license you have (if any) | |  |  |   **VI. Please list three references other than relatives and previous employers**   |  |  |  |  | | --- | --- | --- | --- | | Name | Company | Position | Email and telephone address | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **VII. ADDITIONAL INFORMATION**   |  | | --- | | Please summarize any additional information necessary to describe your full qualifications for the position you are applying for: |   **VIII. ACKNOWLEDGEMENT AND AUTHORIZATION**   |  | | --- | | I certify that all answers given herein are true and complete to the best of my knowledge  I authorize investigation of all statements contained in this application for the employment as may be necessary in arriving at an employment decision.  In the employment, I understand that false or missing information given in my application may result in discharge.  Name of applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |