**EMPLOYMENT APPLICATION FORM**

**Vacancy applied for: \_\_\_**

**Personal details:**

Name: ………. ………………... Date of Birth: …………………

Address:

|  |  |  |
| --- | --- | --- |
|  Telephone:. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Home) | (Mobile) | (Work) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred contact:\_\_\_\_\_\_\_\_\_\_\_

Are you currently employed? Yes No

Are you available to commence employment immediately?

If not, what is your current notice period?

Yes

**EDUCATION (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of degree/ diplomate /certificate** | **College/Institute****/University/School** | **Location, Country** | **Division/ score /grade obtained** |
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**SPECIALIST SKILLS&QUALIFICATIONS**

Please list any additional skills /memberships /licenses/ certificates you feel support your application:

You may use additional sheets if required.

**EMPLOYMENT EXPERIENCE**

Please list your current/recent employer first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date (e.g. July 2018-Dec 2010)** | **Job Title** | **Office name** | **Location** | **Office no** |
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**REFEREES**

Please provide contact details for two referees for your application (non-family only).

Name:

Title:

Position of referee:

Relationship to Applicant:

Address:

|  |  |  |
| --- | --- | --- |
| Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| (Home) | (Mobile) | (Work) |

Email:\_\_

Name:

Title:

Position of referee:

Relationship to Applicant:

Address:

|  |  |  |
| --- | --- | --- |
| Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| (Home) | (Mobile) | (Work) |

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

Please read carefully and sign the statement below: I understand and agree that:

- The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews, can justify the refusal of employment, or if employed, termination of employment.

- Any offer of employment I may receive from MSPCL is contingent upon my successful completion of the company’s pre-employment screening process, including receiving references it considers satisfactory.

- All of my present and former employers and those individuals I have listed as references may be requested to furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment.

- I agree to MSPCL keeping this application on file for the purposes of considering my current application and also in the event that future vacancies arise for which I may be suitable.

Signature: Date: