****

**APPLICATION FOR EMPLOYMENT**

PLEASE COMPLETE THIS FORM IN FULL AND CONVERT INTO PDF THEN ATTACH IT.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Applied for**:  ………………………………………………………………………………………… | | | | | | | Passport No:  …………. |
| **Personal Details** | | | | | | | |
| Full Name: | | | | | | | Sex: |
| Date of Birth  …../…../….. | Place of Birth | District  …..……… | | Province  ………………….. | | | Town  ………………… |
| Marital Status | Married, Single, Widowed, or Other: | | | | | | |
| **Permanent Address**  ………………………………………………………………………….. | | | | | Telephone/Mobile No.  ……………………………… | | |
| Present Address (if different)  …………………………………………………………………………………………………………………………………... | | | Until  …../…../….. | | Telephone/Mobile No.  ……………………………… | | |
| **Education** | | | | | | | |
| **Secondary Education** | | | | | | | |
| School:  ……………………………………………………………………………………… | | | | | | | |
| Grade Achieved:  ………………………………………………………. | | | Year Passed:  ………………………… | | | | |
| **Tertiary Education (University & Higher Education)** | | | | | | | |
| University/College:  …………………………………………………………………………………………………………………………………… | | | Course:  …………………………………………... | | | Duration  From: ...../…./…..  To …../…../….. | |
| Qualification Obtained  Write: Certificate,  Diploma, Bachelor , Masters , or Doctorate | | | | | | | |
| University/College  …………………………………………………………… | | | Course  ………………………… | | | Duration  ...../…./….. To …../…../….. | |
| Qualification Obtained  Certificate Diploma  Bachelor Masters Doctorate: | | | | | | | |
| Additional Qualifications, Further Study, Research  1……………………………………………………………………………………………………………………  2……………………………………………………………………………………………………………………  3…………………………………………………………………………………………………………………… | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employment Record** | | | | | |
| Present Position Held or Latest Position Held | | | Main duties & responsibilities | | |
| Name & address of employer | ………………………………………………………… | | ……………………………………………………………..  ……………………………………………………………..  ……………………………………………………………..  ……………………………………………………………..  ……………………………………………………………..  …………………………………………………………….. | | |
| Title of job | ………………………………………………………… | |
| Period | from.../…../…..to …../…../….. | |
| Present Salary per Month  ………………………………………………….. | | | If on Galmudug State Grading please state Grade  …………………………………………………………….. | | |
| Previous Positions Held – in reversed consecutive order | | | | | |
| Name & address of employer | ………………………………………………………… | | Duties (In order of importance)   1. ………………………………………………….. 2. …………………………………………………….. 3. …………………………………………………….. 4. …………………………………………………….. 5. …………………………………………………….. | | |
| Title of job |  | |
| Period | …../…../….. To …../…../….. | |
| Name & address of employer | ………………………………………………………… | | Duties   1. …………………………………………………….. 2. …………………………………………………….. 3. …………………………………………………….. 4. …………………………………………………….. 5. …………………………………………………….. | | |
| Title of job | ………………………………………………………… | |
| Period | …../…../….. To …../…../….. | |
| Name & address of employer | ………………………………………………………… | | Duties   1. …………………………………………………….. 2. …………………………………………………….. 3. …………………………………………………….. 4. …………………………………………………….. 5. …………………………………………………….. | | |
| Title of job | ………………………………………………………… | |
| Period | …../…../….. To …../…../….. | |
| **References** | | | | | |
| Name three (3) immediate former supervisors or managers who can comment on your professional experience. These must not include Relatives. Before nominating them you should have their permission to give their names | | | | | |
| Name and Position | | Employer | | Email | Tel/Mob No. |
| 1. | |  | |  |  |
| 2. | |  | |  |  |
| 3. | |  | |  |  |
|  | | | | | |
| Signature  …………………………………………………………………………………………………………………………………………………………………………………… | | | | | |
| Date: …../…../….. | | | | | |

|  |  |
| --- | --- |
| Professional / Civic Organizations membership | …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  ………….………………………………………………………………………………………………..…………………… |

|  |
| --- |
| Have you been convicted of an offence? If YES, give details.  NO YES  ………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………… |
| NOTE: The discovery of any in correct or misleading statement or deliberate omission could render any employment or contractual agreement void without compensation or repatriation: |

**Please show how you meet the requirements on the Job Specification and use this section if there is any other information you wish to add in support of your application or past it here your Application Letter (You must not exceed this one A4 paper, please do not attach additional pages. CV’s are NOT allowed. A minimum of Ariel 12pt font can be used.)**

**I understand that public funds must be protected and so the information I have provided on this form may be used to prevent and detect fraud. The information may also be shared, for the same purposes, with other organisations, which handle public funds. I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history and that if it is subsequently discovered that I have wilfully or negligently given false information or withheld information. I will be liable to immediate dismissal and may be prosecuted. I understand that canvassing directly or indirectly will be a disqualification.**

**Signature: …………………………………………. Date: …………/………/2017**