

SHEESHA

Republic of Maldives

Serial Number: EA-2017 -

EMPLOYMENT APPLICATION

To be eligible for employment at SHEESHA, an application form for employment must be completed and signed. A resume cannot replace the employment application form.

1. EMPLOYMENT INTEREST

1. Position applying:
2. Salary desired:
3. Area of interest :
4. Proposed date of joining: Day: Month: Year:
5. Attitude to work overtime if necessary 1 yes 2 No *(circle appropriate code)*

2. PERSONAL INFORMATION

1. Name :
2. Sex : 1 Male 2 Female *(circle appropriate code)*
3. Date of Birth / Age: / / or Years
4. NIC /PP No: *(NIC - National Identity Card OR PP - Passport)*

3. CONTACT INFORMATION**3.1a. Permanent Address**

House / Building

Road

Council /Island/City

Country

Mobile:

email:

3.1b. Present Address *(State if different from 5a.)*

House / Building

Road

Council /Island / City

Country

Mobile:

email:

3.2. Do you have any relatives or members of your household / family currently working in this company? *(circle appropriate code & If yes please specify)* 1. yes
(specify who it is) 2. No

3.3. How did you hear about this position? *(Please circle appropriate code)*

1. Newspaper 2. Referred by a friend 3. Sheesha Staff 4. BMC 5. Other

3.4. Have you ever been convicted of a criminal offence? *(information on conviction record will not bar you from selection for employment, individual circumstances will be considered relative to the job sought.)*

4. EDUCATIONAL BACKGROUND

- 4.1. Last level completed: 1. Ordinary level subjects passed:
- (Circle appropriate code)* 2. Grade / standard 11 :
3. Advance Level subjects passed:
4. Vocational certificate Field of study:
5. High School Diploma or Equivalent
6. First Degree (BA, BSc) subjects:
7. Masters Degree level: Field:
8. Others *(specify)*

4.2. Computer Literacy:

- 1. Certificate obtained:
- 2. Level of certificate :

5. EMPLOYMENT HISTORY

5.1 Present job / Most recent job : To explain, begin with the present or most recent Employment.

- 1. Name & address of Employer:
- 2. Telephone Number: mobile
- 3. Duration : From: To:
- 4. Salary: Rufiya
- 5. Designation:
- 6. Duration worked
- 7. Reason for Leaving:

5.2 Previous Job:

- 1. Name & address of Employer:
- 2. Telephone Number: mobile
- 3. Duration : From: To:
- 4. Salary: Rufiya
- 5. Designation:
- 6. Duration worked
- 7. Reason for Leaving:

1. May we contact your previous employer(s) Please include (2) Supervisors and / or persons we may contact to verify your job performance and qualifications. Do not include relatives.

Person 1:

Name:

Relationship

Organisation

Contact Number

Person 2:

Name:

Relationship

Organisation

Contact Number

6. DECLARATION

I affirm that the facts set forth above in my application for employment are true, correct and complete to the best of my knowledge. I understand that I may be required to submit additional information not requested on this application form, that the SHEESHA may verify any information provided by me in the employment process and that incomplete information or omission of my signature is just cause for rejection of my application. I understand and agree that, if hired, my employment would be contingent upon conditions specific to the position for which I am applying. I also understand that any deliberate omission or erroneous information provided on my part, in any part of the employment process, would be sufficient cause for termination.

.....
Signature of Applicant

.....
Applied Date:

7. INFORMATION TO BE ENCLOSED / ATTACHED

- 1. Passport size photograph
- 2. Copy of national identity card & Driving License
- 3. Copies of Education Certificates
- 4. Curriculum vitae
- 5. Police Report (Valid)

FOR OFFICE USE ONLY

Received By: (Name)

Designation:

Date: / /

Signature: