

# ASTERS

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## APPLICATION FOR EMPLOYMENT

An Application for Employment must be completed and signed to be eligible for employment at ASTERS. Your CV and proof of educational qualification has to be attached with this application.

DATE OF APPLICATION :

POSITION APPLYING FOR :

### PERSONAL DATA

NAME :

NATIONALITY :

N.I.C NUMBER / PP NUMBER :

DATE OF BIRTH :

MARITAL STATUS :

CONTACT NUMBERS

Telephone (Fixed) :

Mobile :

PERMANENT ADDRESS:

PRESENT ADDRESS:

Have you ever been convicted of a felony or a non-traffic related crime?

YES

NO

If yes, please attach explanation

Information regarding conviction record will not necessarily bar an applicant from employment; individual circumstances will be considered relative to the job sought.

Do you have any relatives or members of your household currently employed by ASTERS ?

YES

NO

If yes, please list names of relatives/household members and how you are related.

How did you hear about this position? Please indicate below.

Newspaper

Referred by Employee of ASTERS

Referred by Friend

Other

### EDUCATIONAL DATA

NAME AND ADDRESS OF SCHOOL / INSTITUTION / OTHER

LAST YEAR COMPLETED:

HIGHEST LEVEL OF EDUCATION ACHIEVED (PLEASE TICK ONLY ONE)

Ordinary Level

Advanced Level

High School Diploma or Equivalent

Degree or Equivalent

Certificate of Completion

Masters Degree (MA, MS, MBA, ...)

Others (please specify)

**PROFESSIONAL QUALIFICATIONS / ACHIEVEMENTS / EXPERIENCE**

**EMPLOYMENT HISTORY (beginning with most recent)**

**01 . NAME AND ADDRESS OF EMPLOYER**

Tel No. : \_\_\_\_\_  
Duration of Employment : \_\_\_\_\_  
Position : \_\_\_\_\_ Salary : \_\_\_\_\_  
Reason for Leaving : \_\_\_\_\_

**02 . NAME AND ADDRESS OF EMPLOYER**

Tel No. : \_\_\_\_\_  
Duration of Employment : \_\_\_\_\_  
Position : \_\_\_\_\_ Salary : \_\_\_\_\_  
Reason for Leaving : \_\_\_\_\_

**Please explain any gaps in employment**

**OTHER RELATED EXPERIENCES WITH REGARD TO THIS JOB APPLIED FOR**

Please describe any other related professional certifications, honors, special skills, qualifications or experiences not mentioned elsewhere, i.e., equipment or machines operated, etc.

**REFERENCES**

**May we contact your Employer**

YES  NO

Include two (2) supervisors and/or persons we may contact to verify your job performance and qualifications. Do not include relatives.

NAME : \_\_\_\_\_  
DESIGNATION : \_\_\_\_\_  
ORGANIZATION : \_\_\_\_\_  
CONTACT NUMBER(S) : \_\_\_\_\_

NAME : \_\_\_\_\_  
DESIGNATION : \_\_\_\_\_  
ORGANIZATION : \_\_\_\_\_  
CONTACT NUMBER(S) : \_\_\_\_\_

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 information not requested on this application form; that the employing agency 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 omission of information, or erroneous information provided in any part of the employment process, would be sufficient cause for termination.

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

**OFFICE USE ONLY**

**Interviewed by :** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Employment Award Details :**

Title/ Post: \_\_\_\_\_ Work Site: \_\_\_\_\_  
Award Date: \_\_\_\_\_ Salary (probation): \_\_\_\_\_  
Working Hours: \_\_\_\_\_ Salary (full time): \_\_\_\_\_