

MINISTRY OF CONSTRUCTION AND PUBLIC INFRASTRUCTURE

APPLICATION FOR EMPLOYMENT

An Application for employment must be completed and signed to be eligible for employment at MINISTRY OF CONSTRUCTION AND PUBLIC INFRASTRUCTURE. A resume cannot replace the employment application.

DETAILS

DATE OF APPLICATION / /

POSITION APPLYING FOR

PERSONAL DATA

NAME

NATIONALITY

N.I.C NUMBER / PP NUMBER

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DATE OF BIRTH / /

CONTACT INFORMATION

Tel no. Mobile

E-mail

ADDRESS

House / Building

Road

District

State / Atoll / Island

Country

Tel No.

CRIMINAL RECORDS

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.

RELATIONSHIP

Do you have any relatives or members of your household currently employed by Ministry of Construction and Public Infrastructure?

YES NO

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

VACANCY IDENTIFICATION

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

- Newspaper
- Referred by Friend
- Referred by Employee of MINISTRY OF CONSTRUCTION AND PUBLIC INFRASTRUCTURE
- Other (please indicate)

EDUCATIONAL QUALIFICATION

NAME AND ADDRESS OF SCHOOL / INSTITUTION / OTHER

LAST YEAR COMPLETED

HIGHEST LEVEL OF EDUCATION ACHIEVED (PLEASE CHECK OR CORRECT 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 ACHIEVEMENT / EXPERIENCE

EMPLOYMENT HISTORY (beginning with the most recent)

01 . NAME AND ADDRESS OF EMPLOYER

Name (Organisation/Office)

Tel No.

Duration of Employment

Salary

Position

Reason for Leaving

02 . NAME AND ADDRESS OF EMPLOYER

Name (Organisation/Office)

Tel No.

Duration of Employment

Salary

Position

Reason for Leaving

03 . NAME AND ADDRESS OF EMPLOYER

Name (Organisation/Office)

Tel No.

Duration of Employment

Salary

Position

Reason for Leaving

Please explain if there are any gaps in employment

OTHER RELATED EXPERIENCES WITH REGARD TO THIS JOB APLLIED FOR

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

COMPUTER SKILLS

Please list software/hardware used and length of time used.

REFERENCES

May we contact your Employer

YES

NO

Include three (3) supervisors and/or persons we may contact to verify your job performance and qualifications. Do not include relatives.

NAME

RELATIONSHIP

ORGANIZATION

CONTACT NUMBER(S)

NAME

RELATIONSHIP

ORGANIZATION

CONTACT NUMBER(S)

NAME

RELATIONSHIP

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

CHECKED BY

Human Resources Development and Personal Welfare

Name

Designation

Date

Sign