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# APPLICATION FORM FOR EMPLOYMENT

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| Post applied for: Job reference: |
| **1. PERSONAL DETAILS**  Surname (Block Letters):  Other Names: |
| Full residential address: |
| Date of birth and age: Phone Number(Home): NIC: Mobile Phone Number:   Email address |
| Nationality: Single/Married: |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **2. EDUCATION AND QUALIFICATIONS** | | | | | | | |
| Secondary School Education | | | | | | | |
| School/College attended: | | | | | | | |
| Cambridge School Certificate/G.C.E “O” Level (Year ..…) | | | | | | Cambridge Higher School Certificate/ G.C.E “A” Level (Year ……) | |
| Subject | | | Grade | | | Subject | Grade |
| …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  ………………………………… | | | ………  ………  ………  ………  ………  ……… | | | Principal:  …………………………………  …………………………………  …………………………………  Subsidiary/ General Paper  …………………………………  ………………………………… | ………...  ………...  ………...  ………...  ………... |
| Result Aggregate | | | | | | Result | |
| Tertiary education | | | | |  | | |
| Dates | | University attended | | | Qualification and grade obtained | | |
| From | To |
|  |  |  | | |  | | |
|  |  |  | | |  | | |
| Professional Body:  Membership Status (Whether by examination)  Date obtained: | | | | | | | |
| Other qualifications: | | | | | | | |
| **3. WORK EXPERIENCE**  Details of all previous employment, whether temporary or permanent, including the present employment, if any are to be given  (i) Name and address **o**f present employer**:** …………………………………  Job Title**:** …………………………………  PeriodEmployed**:** …………………………………  Salary: …………………………………  Brief description of duties: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  Reason for leaving: …………………………………  (ii) Name and address **o**f previous employer**:** …………………………………  Job Title**:** …………………………………  PeriodEmployed**:** …………………………………  Salary: …………………………………  Brief description of duties: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  Reason for leaving: …………………………………  (iii) Name and address **o**f previous employer**:** …………………………………  Job Title**:** …………………………………  PeriodEmployed**:** …………………………………  Salary: …………………………………  Brief description of duties: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  Reason for leaving: …………………………………  *Please attach copies of educational certificates, evidences of previous work experience and testimonials.*  ***Have you previously been part of an external audit team at SBIML during the last 12 month?***  *……………………………………………………………………………………………………………*  **4.REFERENCE:**  Please give the name, postal address and occupation of two referees who can comment upon your experiences and qualifications for this employment, one of whom should be your current or previous employer. | | | | | | | |
| Referee 1  Name:………………………………………………  Address:……………………………………………  Occupation: ……………………………………  Telephone No: …………………………………… | | | | Referee 2  Name:………………………………………………  Address:……………………………………………  Occupation: ……………………………………  Telephone No: …………………………………… | | | |

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| Have you ever been convicted of any criminal offence? (if yes, please give details)  Have you ever been dismissed or discharged from the service of any employer? (if yes, please give details). |
| I hereby declare that the above statements are true and correct and it is understood that any offer of employment would be based upon the truthfulness of the statements made therein.  *I hereby give my consent to allow the Bank to ask for reference on my performance and conduct from my past and present employers.*  Date: …………… ……………………………  Signature of Applicant  **Note:**   1. ***Incomplete, inadequate or inaccurate filling of the form may cause the applicant’s elimination from consideration. It is an offence to give false information or to conceal any information on this form.*** 2. ***The information provided in the Application Form will be kept strictly confidential and will be destroyed after the recruitment exercise****.* |

Kindly fill in the table below summarizing your profile

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| --- | --- | --- | --- | --- | --- |
| **NAME** | **AGE** | **RESISENTIAL ADDRESS & CONTACT PHONE NUMBER** | **PROFESSIONAL**  **QUALIFICATIONS** | **OTHER POST GRADUATE QUALIFICATIONS & COMPETENCIES** | **WORK EXPERIENCE** |
|  |  |  |  |  |  |

Signature