

10th Floor, Wing A, Cyber Tower 1, Ebene.
Tel: 403 0110 Fax: 202 3326

External Recruitment Form

SECTION A

FIRST NAME:

SURNAME:

ADDRESS:

NATIONAL IDENTITY CARD NO:

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DATE OF BIRTH (dd-mm-yyyy)

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NATIONALITY:

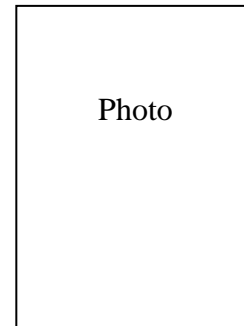
CONTACT No: (Home)..... (Mobile)..... (Others)

EMAIL ADDRESS:

POSITION APPLIED FOR:

REFERENCE AS PER VACANCY NOTICE:

RANGE OF EXPECTED SALARY FOR ABOVE POSITION:



SECTION B

EDUCATION (attach photocopies of qualifications)

PRIMARY LEVEL (To be filled for the post of **Drivers/ Attendants/ Office Attendants** only)

Tick (✓) as appropriate

Certificate of Primary Education Examination Year:

Subject/Grade: English French Mathematics Geography/EVS

Others (.....)

Prevocational Certificate Examination Year:

Note: (Attach photocopy of certificate/s)

SECONDARY QUALIFICATIONS

Certificate obtained: SC GCE (O Level) Other (specify)

Month/Year of Examination:/.....Examining Body.....

Institution attended:

Subjects	Grade
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

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HIGHER SECONDARY QUALIFICATIONS

Certificate obtained: HSC GCE (A Level) Other (specify)

Month/Year of Examination:/.....Examining Body:.....

Institution attended:.....

Main/Principal Subject	Grade
1.	
2.	
3.	
4.	

Subsidiary Subject	Grade
1.	
2.	
3.	

OTHER SECONDARY, TECHNICAL AND VOCATIONAL QUALIFICATIONS (e.g Baccalaureat, Matriculation, Secondary & Higher Secondary Certificates from Overseas, I.V.T.B Certificate (NTC) etc.)

Note: (Attach photocopies of marksheets/result slips and equivalence of certificates)

Institution.....

Country.....Year.....

Certificate.....

TERTIARY/PROFESSIONAL QUALIFICATIONS

Qualifications	Duration of courses Year	Type of Course *	Institution/ Examination Body
Certificate:	From: To:.....	
Diploma:	From: To:.....	
Undergraduate Degree:	From: To:.....	
Class/Division/Level:			
Postgraduate:	From: To:.....	
<input type="checkbox"/> Diploma			
<input type="checkbox"/> Degree			
Class/Division/Level:			

*Full Time (FT)/Part Time (PT)/Distance Learning (DL)

Others:.....From.....To.....

(Note: Attach photocopies of any additional qualification)

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SECTION C

SKILLS AND COMPETENCIES RELEVANT TO THE POST APPLIED FOR:

Do you have a valid Driver's License?	
<input type="checkbox"/> YES	Year
Please specify type:	
<input type="checkbox"/> Private car
<input type="checkbox"/> Bus License
<input type="checkbox"/> Heavy Motor Car (Passengers :.....)
<input type="checkbox"/> Heavy Motor Vehicle (specify capacity
<input type="checkbox"/> Others
<input type="checkbox"/> NO	

COMPUTER LITERACY (Tick what best describes your skills and attached relevant documents if any.)

Fields/ Subject	Poor/ None	Average	Good
Windows			
MS Office (Word, Excel, etc)			
Emails and Internet			
Computer repair and maintenance			
Other software mastered:		

SECTION D

EMPLOYMENT HISTORY (attach Testimonial/s)

CURRENT EMPLOYER

Employer's name:	Current position:
Phone Number:	Date of hiring:
Type of employment:* <input type="checkbox"/> Full Time/ Part Time Contractual <input type="checkbox"/> Full Time/ Part Time Permanent <i>*(Delete as appropriate)</i>	Actual salary: Rs
Period of notice required:	

PREVIOUS WORK EXPERIENCE

	A	B	C
Name of Employer(s):			
Employment dates:			
From:			
To:			
Job Title:			
Reason for leaving			

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SECTION E

1 (a) Have you worked for Airmate in the past? If yes, please specify for which position.

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(b) Have you been through the selection process at Airmate in the past? If yes, please specify.

.....

SECTION F

1 (a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Answer Yes or No.....if yes, indicate nature of offence and date of outcome.

.....

(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?

Answer Yes or No.....if yes, indicate nature of offence and date of outcome.

.....

DECLARATION

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorise the verification of any or all information listed above.

Signature _____ Date _____

Thank you for completing this form. Due to the volume of applications we receive, only shortlisted applicants will be contacted.

NOTES AND INSTRUCTIONS TO APPLICANTS

1. Any incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration.
2. Your application will not be valid without the submission of any relevant supporting documents such as copies of your school leaving certificate, examination certificates, driving license, equivalence of certificates and testimonials (where applicable).
3. Any offer of employment will be subject to satisfactorily producing a valid MORALITY CERTIFICATE.
4. Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted.
5. Applications received after the closing date and time mentioned in the advertisement will not be accepted.
6. Airmate Ltd reserves the right to convene only the best qualified candidates for interview, if this is necessary, and to reject any application without giving any reason.
7. No telephone call pertaining to this selection process will be entertained and canvassing in any form will lead to disqualification from the selection process.