**EMGF SECRETARIAT**

Notice of Vaccancy No. [Insert vacancy ref. No.]

Appendix 2

*Insert Photo (****Manadatory****)*

**EMPLOYMENT APPLICATION FORM**

|  |  |
| --- | --- |
| **POSITION** | **Insert Position Name** |
| **UNIT** | ***Insert Department Name*** |
| **POSITION REFERENCE #** | ***Notice of Vacancy No. [Insert vacancy ref. No.]*** |

Please answer each question clearly and completely (type or print in ink). Read carefully and follow all directions. Do not attach CV. Only the information provided in this form will be considered.

1. **Personal Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: |  | | | |
| Family Name: |  | | | |
| First Name: |  | | | |
| Other names: |  | | | |
| Date of birth (DD/MM/YYYY): |  | | | |
| Gender: |  | | | |
| Country and place of birth: |  | | | |
| Present nationality: |  | | | |
| Second nationality: |  | | | |
| Country of residence: |  | | | |
| Marital Status: |  | | | |
| Dependents Information (\*If you have dependents give the following information): | | | | |
| Name | Date of birth (dd/mm/yyyy): | Age: | Relationship | Status (studying, working, etc.) |
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1. **Contact Details:**

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| --- | --- | --- |
| Permanent Address: | (Street, City, Country) | |
| Present Address: | (Street, City, Country) | |
| E-Mail Address: |  | |
| Mobile Phone No.: | Wo Work No.: | Home No.: |

1. **Educational Background:**

*Information shall be presented in reverse order. Give exact names of institutions and titles of degrees above secondary school, as they appear in the diploma(s). Please do not translate or equate to other degrees.* **Please submit copies of the degrees and academic distinctions listed below in English or accredited English Translation.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month/Year attended | | Degrees and Academic Distinctions | Main Course of Study | Name, Place and Country |
| from | to |
|  |  |  |  |  |
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|  |  |  |  |  |
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|  |  |  |  |  |
| Please indicate if any of the studies specified above was not finished or is in progress and give reasons for any overlaps of study periods. | | | | |

1. **Courses/Training:**

*Information shall be presented in reverse order.*

|  |  |  |  |
| --- | --- | --- | --- |
| Month/Year attended | | Course Name and Qualification if applicable | Name, Place and Country |
| from | To |
|  |  |  |  |
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1. **Skills:**

*Language skills:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mother Tongue: | | | | |
| Other Languages: | Read | Write | Speak | Understand |
| (Language) |  |  |  |  |
| (Language) |  |  |  |  |
| (Language) |  |  |  |  |

1. **Employments:**

*Information shall be presented in reverse order starting from the latest employment. Copy the below table if needed more times to include all your employment history.* **Please submit copies of all work certificates for the experiences listed below in English or accredited English Translation.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (mm/yyyy) | To (mm/yyyy) | Total | | Exact title of your post: | |
| Year(s) | Month(s) | Type of business: | |
| Name, address , website and phone number of employer: | | | | | |
| Number and kind of employees supervised by you: | | | | | Reason for leaving: |
| Description of Your Duties: | | | | | |
| Summary of Achievements: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (mm/yyyy) | To (mm/yyyy) | Total | | Exact title of your post: | |
| Year(s) | Month(s) | Type of business: | |
| Name, address , website and phone number of employer: | | | | | |
| Number and kind of employees supervised by you: | | | | | Reason for leaving: |
| Description of Your Duties: | | | | | |
| Summary of Achievements: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (mm/yyyy) | To (mm/yyyy) | Total | | Exact title of your post: | |
| Year(s) | Month(s) | Type of business: | |
| Name, address , website and phone number of employer: | | | | | |
| Number and kind of employees supervised by you: | | | | | Reason for leaving: |
| Description of Your Duties: | | | | | |
| Summary of Achievements: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (mm/yyyy) | To (mm/yyyy) | Total | | Exact title of your post: | |
| Year(s) | Month(s) | Type of business: | |
| Name, address , website and phone number of employer: | | | | | |
| Number and kind of employees supervised by you: | | | | | Reason for leaving: |
| Description of Your Duties: | | | | | |
| Summary of Achievements: | | | | | |

1. **References:**

List three persons not related to you who are familiar with your character and qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Phone Number and e-mail address | Organization | Occupation / Business Title |
|  |  |  |  |
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1. **MOTIVATION LETTER**

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1. **CANDIDATE’s STATEMENT:**

Hereby, I confirm the correctness of the presented above information and permit EMGF to review, investigate, store the personal information and disseminate it to its officials and governing bodies for employment purposes, as may be required.

|  |  |
| --- | --- |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |