

# ULS Job Application Form

**Please fill in all the information (where applicable)**

## PERSONAL INFORMATION

Name (as in NIN or passport): \_\_\_\_\_

(Please underline surname)

NIN/Passport No: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email address: \_\_\_\_\_

**POSITION/AVAILABILITY:**

Position Applied For

## ACADEMIC QUALIFICATIONS

[illegible]

**OTHER QUALIFICATIONS / COURSES ATTENDED / AWARDS ATTAINED**

[illegible]

## EMPLOYMENT HISTORY

Date		Firm/Institution (in chronological order)	Position Held	Key Responsibilities	Reason(s) for Leaving
From	To				

## SKILLS AND COMPETENCIES

## DETAILS OF CURRENT EMPLOYMENT

### May We Contact Your Present Employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

Present Employer: \_\_\_\_\_ Designation: \_\_\_\_\_

Present monthly salary: \_\_\_\_\_ Bonus: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Notice required (ending present employment): \_\_\_\_\_ (weeks)

Reason for leaving: \_\_\_\_\_

## REFEREES

Please give details of two referees whom we may approach for references.

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please tell us why you applied for this job and why you think you are the best person for the job.

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I verify that the above information is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section B: For administrative purposes only**

NIN No : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Age: \_\_\_\_\_ Race: \_\_\_\_\_ Religion: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Sex: Male / Female