

JOB APPLICATION FORM

Office Use

Job Title :
Reference :

App rcvd on :
Interviewed on :

Personal Details

Surname : Mr ☐ Mrs ☐ Miss ☐

Other Names : Also Known As :

National Identity Card No. : (Please submit a photocopy of your ID card)

Address :

Telephone No: (Home) : (Mobile) : Email :

Driving Licences: None ☐ Autocycle ☐ Motorcycle ☐ Private Car ☐

✓ : Licences

L : Learner Taxi ☐ Van 2.5 T ☐ Goods Vehicle ☐ Other :

Education

(Please submit copy of certificates)

Secondary Education

FORM / SC / GCE 'O' LEVEL

Year - From : To :

College :

Secondary Education

HSC / GCE 'A' LEVEL

Year - From : To :

College :

Subjects (6 Best)	Grades	Subjects	Grades
.....	Principal :
.....
.....
.....
.....
.....	Subsidiary:
.....

Tertiary Education / Profession Qualifications

Year	Institution	Qualification (Certificate / Diploma / Degree / Others)
From - To		
..... -
..... -
..... -

Work Experiences

(start with most recent one)

Employment History

Year		Employer	Job Title	Salary (Rs)	Reason for Leaving
From	To				
(mm/yy) - (mm/yy)				(Start - End)	
..... -
..... -
..... -
..... -

(Please continue on separate page if necessary)

Details of any training, knowledge, experience not covered in the above sections

(Eg, Computer Applications like Microsoft, First Aid, etc...)

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References

(Other than close relatives)

Full Name	Relationship	Company	Contact No.	Email Address
1.
2.

(Referees, past employers may be contacted unless you have any objection)

Other Details

Career objectives in five years' time :

Health problems (please state if any) :

How have you become aware of the vacancy? (Please ✓)

Facebook ☐ Friends/Acquaintances ☐ Press advert ☐ Others:.....

How did you hear about PKL AUTOPARTS? (Please ✓)

Employee at PKL ☐ (Name:, Relationship to you :))

Friend ☐ Family ☐ Website ☐ Press ☐ Other :

Expected Basic Salary (Rs) : Availability Date :

Any other comments :

Signature : Date :

Office Use

Comments : Acc ☐ Pnd ☐ Rjt ☐

DoE :

Prepared by : Date : Ref :

Filed by : Date :