



APPLICATION FOR EMPLOYMENT

Recently
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Position applied for:

PERSONAL INFORMATION

Name: (Mr/Ms/Mrs):

Gender: Female Male NID Card No: Marital Status:

Date of Birth: Place of Birth:

Current Address:

Permanent Address:

Email: Mobile: Telephone:

Do you have any family members or friends working in Allied Insurance Company?

Yes No

If yes, specify:

Do you have any personal responsibilities that might prevent you from attending work or health problems that may hinder work competency (i.e. defects in hearing, vision, or speech)?

Yes No

If yes, specify:

Have you completed 2 doses of Covid-19 vaccine?

Yes No

If yes, specify the date 2nd dose of Covid-19 vaccine was administered:

If no, specify:

The reason for not getting vaccinated:

The earliest expected date to get vaccinated:

EDUCATION

GCE O' LEVEL

GCE A' LEVEL

Subject (s)	Grade	Year	Subject (s)	Grade	Year

COLLEGE/UNIVERSITY

Institution & Location	Major / Subjects of Study	Level of Studies	Year

SPECIALIZED TRAINING, ETC.

Institution & Location	Training Program Name	Duration	Year

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Role / Title	Reason for leaving

Job tasks performed:

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.....

.....

.....

Dates Employed	Company Name	Role / Title	Reason for leaving

Job tasks performed:

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PRIOR CONVICTIONS

Have you ever been convicted of any violation of law?

Yes No

If Yes, then please provide the following:

Date of charge: Date of conviction:

Describe the offense:

.....

REFERENCES

Full Name	Address	Contact No.	Relationship

May we contact your present or last employer?

Yes No

When will you be available to start work?

JOB APPLICATION CERTIFICATION

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification in this information may result in forfeiture of my prospective employment.

I understand that all information of this job application to verification and I consent to criminal history and background checks. I also agree that you may contact references and educational institutions listed on this application.

Signature:

Date:

DOCUMENTS REQUIRED WITH THE APPLICATION

Job letter

Education Certificates (Attested/Verified by a Government Office)

National ID Card copy/Passport copy

Reference Letters or other supporting documents