

EMPLOYMENT APPLICATION FORM

Position Applied For:

Advertisement Reference:

APPLICANT DETAILS

Applicant's Name:

Permanent Address:

Current Address:

ID Card No:

Date of Birth:

Sex:

M

F

Contact No(s):

Email:

Marital Status:

No. of Children/Dependent(s):

EDUCATIONAL QUALIFICATION(S)

Primary (O' Levels)	Grade	Year	Institution	Secondary (A' Levels)	Grade	Year	Institution
Islam				Islam			
Dhivehi				Dhivehi			
English				English			
Math				Math			

HIGHER EDUCATIONAL QUALIFICATION(S)

Qualification Obtained	Institution Attended	Country	From	To

PROFESSIONAL QUALIFICATION(S) ATTAINED

Qualification/Training	Institution Attended	Country	From	To

MAJOR WORKSHOPS/SEMINARS/TRAININGS ATTENDED

Workshops/Seminars/Training	Institution Attended	Country	Year

EMPLOYMENT HISTORY

Position	Name of the Employer	Gross Salary	Period	Reason for Leaving

REFERENCES

Name	Company/Organization	Designation	Contact No.

KYC

Have you ever worked at / applied for a job at HDFC before?
(if yes, specify details) Yes No

Have you ever worked at MMA / any other financial sector institution before?
(if yes, specify details) Yes No

Have you ever applied for a job at any institution and been rejected?
(if yes, specify details) Yes No

Do you have any relatives/friends employed in HDFC? (if yes, specify details)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is any of your relatives engaged in Construction or Real Estate Business? (if yes, specify details)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you bonded under any scheme to any Institution in Maldives? (if yes, specify details)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a housing loan under any of HDFC Housing Scheme? (if yes, specify details)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been convicted of any crime? (if yes, specify details)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have any member of your immediate family (father, mother, siblings, stepfamily members) ever been convicted of any crime? (if yes, specify details)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you or your immediate family member currently under any investigation? (if yes, specify details)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you foresee any conflict of interest in taking up this position? (if yes, specify details)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

DOCUMENTS FOR SUBMISSION

Please submit the following supporting documents along with the completed form addressed to:
Human Resource Department, Housing Development Finance Corporation Plc., 3rd Floor, Sosun Magu, Male', Republic of Maldives.
Tel: +960 3334666, Facsimile: +960 3315138
Or Email to: hr@hdfc.com.mv

1. Passport Size Photo (Not Older than 03 months)	<input type="checkbox"/>	4. Educational Certificates (attested copies)	<input type="checkbox"/>
2. Valid ID Card Copy	<input type="checkbox"/>	5. Job Reference Letters (previous employments)	<input type="checkbox"/>
3. Curriculum Vitae	<input type="checkbox"/>	6. Police Clearance Certificate	<input type="checkbox"/>

APPLICANTS DECLARATION

I hereby declare that the information written down in this form is true and correct to the best of my knowledge. If any information given herein is subsequently found to be incorrect, falsified, incomplete or untrue, I understand that my application may be liable for dismissal without notice. I also consent to have a drug test if called for and HDFC may at its discretion call on any reference or any of my former employers, if the need be to verify the accuracy of the submissions.

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Applicants Signature

.....
Date