

(Passport Size Photo Scan)

JOB APPLICATION FORM

Job Title		Announcement Number		
Office Assistant		TradeNet-CS/J/2021/4		
Personal Information				
Name:				
Current Address:		Permanent Address:		
ID Card No:		Date of Birth (dd/mm/yyyy):		
Contact Number(s):		Email Address:		
Education (Please list your qualifications in the descending order (Last obtained qualification should be stated first))				
Mark highest level completed ▪ O'Level ▪ B-Tech ▪ A'Level ▪ Diploma ▪ Bachelors ▪ Masters ▪ Doctoral				
Institute Attended	Location	Year(s) Attended	Qualification	Results Achieved
Employment History (Please list your employment history in the descending order (Most recent employment should be stated first). If any reference was provided by your previous employees, please attach the copies of such letters with this form)				
1) Job Title		Describe your job duties and accomplishments		
From (mm/yyyy)	To (mm/yyyy)			
Employer's name and address				
2) Job Title		Describe your job duties and accomplishments		
From (mm/yyyy)	To (mm/yyyy)			
Employer's name and address				

References (Business and Professional only)			
Name	Title	Company	Contact Number

Checklist

- Filled Job Application Form
- CV
- NID Card – scanned copy (both sides)
- Driving License – scanned copy
- Passport Size Photo – scanned copy
- Police Certificate (Link: <https://www.police.gov.mv/pc/>)
- Employment Reference Letters – scanned copy
- Educational and Professional Certificates’ – scanned copy

End
