



APPLICATION FOR EMPLOYMENT

STRICTLY CONFIDENTIAL
Refer to the Guidance Notes on the back of this form to assist you in filling the form.

Position Applied [Redacted] Ref [Redacted] Application Type (Please Tick) Establishment
Contractual

1. Personal Details

Surname [Redacted] Title (Please Tick) Mr Mrs Miss
 (Block Letters)
 Forename(s) [Redacted] Marital Status [Redacted]
 (Block Letters)
 Maiden Name [Redacted] Date of Birth [Redacted]
 (If Applicable)
 NIC NO [Redacted] Email Address [Redacted]
 Nationality [Redacted] Passport No. [Redacted] Issue Date [Redacted]
 Residential Address [Redacted]
 Office Tel [Redacted] Home Tel [Redacted] Mobile 1 [Redacted]
 Mobile 2 [Redacted]

2. Qualifications

Secondary O-Level			
Institution	Year	Institution	Year
Subject	Grade	Subject	Grade

Secondary A-Level						
Institution				Institution		
Year				Year		
Subject			Level	Grade	Subject	

Level — Principal, Subsidiary, Advanced Subsidiary

Qualifications – Certificate / Diploma						
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University/ Institution	Country	Qualification Acquired	Year (mm/yy)	Mode	Duration	
					From (mm/yy)	To (mm/yy)

Mode: F/T (Full Time), P/T (Part Time), D/L (Distance Learning)

Qualifications – Undergraduate Degree						
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University/ Institution	Country	Qualification Acquired	Year (mm/yy)	Mode	Duration	
					From (mm/yy)	To (mm/yy)

Mode: F/T (Full Time), P/T (Part Time), D/L (Distance Learning)

Qualifications – Professional (E.g Bar Vocational Course, ...)

University/ Institution	Country	Qualification Acquired	Year (mm/yy)	Mode	Duration	
					From (mm/yy)	To (mm/yy)

Mode: F/T (Full Time), P/T (Part Time), D/L (Distance Learning)

Qualifications – Postgraduate Degree

University/ Institution	Country	Qualification Acquired	Year (mm/yy)	Mode	Duration	
					From (mm/yy)	To (mm/yy)

Mode: F/T (Full Time), P/T (Part Time), D/L (Distance Learning)

Qualifications – Other

University/ Institution	Country	Qualification Acquired	Year (mm/yy)	Mode	Duration	
					From (mm/yy)	To (mm/yy)

Mode: F/T (Full Time), P/T (Part Time), D/L (Distance Learning)

3 (a) Present Employment (Full Time)

Name of Employer		Address			
Contact Person					
Post Held		Date Appointed	dd	mm	yy
Reason for Leaving		Current Salary		Expected Salary (if opting for contractual position)	
Brief description of your major duties and responsibilities					

3 (b) Present Employment (Part Time)

SN	Name of Employer	Address	Post Held	FTE	Date Appointed		
					dd	mm	yy

FTE: State % of Full Time Equivalent for part time employment

4 (a) Previous Employment (Full Time)

SN	Name of Employer	Address	Post Held	From			To		
				dd	mm	yy	dd	mm	yy

4 (b) Previous Employment (Part Time)

SN	Name of Employer	Address	Post Held	FTE	From			To		
					dd	mm	yy	dd	mm	yy

FTE: State % of Full Time Equivalent for part time employment

5 (a) Are you or have you ever: (i) been subject to any disciplinary measures (including but not limited to warning(s)/dismissal(s)/suspension(s)), (ii) been subject to criminal proceeding(s)/investigation(s) and, (iii) been the subject of any civil measures in relation to any debts or financial mismanagement?

Answer*: _____

In the affirmative, please provide full details, including (i) the nature of same (ii) details of each outcome and (iii) the date of each outcome.

(b) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last 10 years?

Answer*: _____

If yes, indicate nature of offence and date of outcome.

*state yes or no

6 Referees

Please provide name and contact details of two referees			
<i>Referees must be people who know you in a capacity to comment on your suitability for the position for which you have applied. One of your two referees should be either your current or previous employer.</i>			
Referee 1		Referee 2	
Name		Name	
Occupation		Occupation	
Address		Address	
Phone No.		Phone No.	
E-mail		E-mail	

7 Declaration

Important - PLEASE READ THE ADVERTISEMENT CAREFULLY: Incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration. It is an offense to give false information or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.

I,, the undersigned applicant have read the Guidance Notes and Instructions for applicants and declare that the particulars in this application are true and accurate and that I have not willfully suppressed any material fact.

I also consent for my personal data to be disclosed to any third party as part of the recruitment process.

Signature:

Date:

(Not applicable when submitting by email)

Note:

You will be required to submit a signed copy of the application form at a later stage in case you are selected / shortlisted.

You may be requested to provide certificates / documentary evidence of the statements you have made above. Do not, however, send any certificate / documentary evidence until you have been asked to do so.

8 Guidance Notes and Instructions for Applicants

These notes are intended to help you complete the Application Form. You should read them carefully as the decision to short-list candidates is based solely on information provided in the application form.

- The application form must be completed and forwarded by email (recruitment@fscmauritius.org)
- Missing information or incomplete applications are likely to result in the application being discarded.
- When completing your application, please ensure that you give priority to education and qualifications that are relevant to the job requirements.
- Qualifications claimed in the application form must have been completed at the time of the application.
- It is the responsibility of the candidates to provide supporting evidence from a competent authority ascertaining the equivalence of professional qualifications obtained.
- Birth certificate, school leaving certificate, examination certificates, testimonials, certificate of character or any other papers should not be sent with the Application Form unless specified otherwise, but these should be readily available and produced when requested.
- Giving any false information in your Application Form will lead to the rejection of your application, or, if appointed, may lead to dismissal.
- Only shortlisted candidates will be contacted.
- Applications received after the closing date mentioned in the advertisement will not be accepted.
- Should there be any matter not covered by the Application Form that the candidate wishes to be considered with his application, the details must be given on an additional sheet to be annexed thereto.
- The FSC reserves the right not to make any appointment following this advertisement without any obligation to give any reason to the candidate(s) of the grounds of its actions.

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