

HUMAN RESOURCE

APPLICATION FOR EMPLOYMENT



A. POST INFORMATION

Position applied for

Announcement No.

B. APPLICANT DETAILS

Name: (Mr/Ms/Mrs)

Marital Status

Gender

Male

Female

NID Card No

Date of Birth

Place of Birth

Current Address

Permanent Address

E-Mail Address

Mobile No.

Telephone No.

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

Yes

No

If **YES**, please 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**, please specify.

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C. EDUCATION

GCE O' LEVEL		
Subject(s)	Grade	Year

GCE A' LEVEL		
Subject(s)	Grade	Year

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

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SPECIALIZED TRAINING, ETC.			
Institution & Location	Training Program Name	Level of Studies	Year

D. PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Role / Title	Reason for leaving

Job tasks performed

Dates Employed	Company Name	Role / Title	Reason for leaving

Job tasks performed

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E. PRIOR CONVICTIONS

Have you ever been convicted of any violation of law?

Yes

No

If **YES**, please provide the following

Date of Charge

Date of Conviction

Describe the charge

F. REFERENCES

Full Name	Address	Contact No.	Relationship

May we contact your present or last employer?

When will you be available to start work?

Yes

No

G. 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

Resume/Curriculum Vitae

National ID Card copy/Passport copy(Office)

Education Certificates

Reference Letters or other supporting documents

(Attested/Verified by a Government Office)