

**Position:**

**Full Name:**

(As it appears on your Certificate)

**References**

Your 1st referee must be your **current or last employer** (if you have one). Your 2nd referee **should not** be from the same organisation and may be a character reference from someone who knows you in your personal life.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee 1.** |  | **Referee 2.** | |  |
| **Title:** |  | **Title:** | |  |
| **Name:** |  | **Name:** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Occupation:** |  | **Occupation:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Address:** |  | | **Address:** | |  | |
|  | | |  | | | |
| **Postcode:** | | | **Postcode:** | | | |
| **Telephone No:** | | | **Telephone No:** | | | |
|  | | |  | | | |
| **Email:**  **Capacity in which known:** | | | **Email:**  **Capacity in which known:** | | | |
|  | |  | |  | |  | |

For the Civil Service Commission to discharging its functions, you are obliged to disclose **a full** criminal history and convictions no matter how long ago they occurred.

**DO YOU HAVE ANY CRIMINAL CONVICTIONS OR CAUTIONS?**

**WRITE YES OR NO:**

**ARE YOU CURRENTLY THE SUBJECT OF ANY CRIMINAL PROCEEDINGS OR POLICE INVESTIGATION?**

**WRITE YES OR NO:**

**IF EITHER ANSWER IS YES, PLEASE GIVE DETAILS BELOW;**

Are you related to any employee of [Employing Authority] and/or Civil Service Commission?

**WRITE YES OR NO: NO**

(If yes, give details)

If you are selected for an interview – would you be able to attend in person?

**WRITE YES OR NO:**

When would you be available for work? (period of notice)

Is your appointment subject to any contractual limitations?

**WRITE YES OR NO:**

Please complete this form in **black ink** or typescript and email it to:-

**Civil Service Commission**

**South West State Somalia**

**Email: Recruitment@southwestcsc.so**

**CONFIDENTIAL**

The information you provide on this form will be used for recruitment selection and employment contract purposes only.

**Job Grade Level:**

**Closing Date:**

FOR OFFICE USE

Applicant No:

|  |
| --- |
| Address for Correspondence:  Area  City  State |
|  |
|  |

Mobile:

Email:

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**Passport nr:**

**`**

Education, Training and Qualifications (*attach sheet with extra information if required). Please show education, training and qualifications, including Apprenticeships and Membership of Professional or Technical Bodies -(ATTACH COPY OF CERTIFICATE/DOCUMENTRY EVIDENCE FOR EACH QUALIFICATION LISTED)*

Date to

Month Year

Date from

Month Year

Physical Address:

Complete physical address

Month & Year

From To

Education Establishment

Examinations taken or being studied Training courses attended

Month & Year Awarded

Current or last occupation / position /

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Grade (if applicable) |  |

|  |  |
| --- | --- |
| **APPLICANT NO:** XXXXX | **Knowledge - (see Guidance Notes)** |

Please show that you have the knowledge asked for in the Employee Specification gained either through work, education, home or voluntary activities.

|  |  |
| --- | --- |
|  |  |
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Please show that you have the skills asked for in the Employee Specification gained either through work, home or voluntary activities.

**Experience - (see Guidance Notes)**

Please show that you have the experience asked for in the Employee Specification gained either through work, home or voluntary activities.

|  |  |
| --- | --- |
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**Skills - (see Guidance Notes)**

|  |  |
| --- | --- |
|  | EMPLOYMEN EXPERIENCE |

|  |  |  |
| --- | --- | --- |
| Date Started: |  | Full Time / Part Time |

(Please delete as appropriate)

|  |  |
| --- | --- |
| Date left (if applicable): |  |

Reason for leaving:

|  |  |
| --- | --- |
| Employer Name: |  |

Email Address:

Telephone Number:

Briefly describe your duties**:**

**Previous jobs or work experience**(Most recent first please account for any period between leaving full time education and commencing employment, and also any periods of unemployment which may have occurred between previous appointments) please attach sheet with extra information if required

Name of Employer

Position held and main duties

Reason for

Leaving

Reason for Leaving

Kindly list your key skills:

Please show how you meet the requirements on the Job Specification and use this section if there is any other information you wish to add in support of your application. (You must not exceed this **one** A4 paper, please do not attach additional pages. CV’s are **NOT** allowed. A minimum of Ariel 12pt font can be used.)

I understand that public funds must be protected and so the information I have provided on this form may be used to prevent and detect fraud. The information may also be shared, for the same purposes, with other organisations, which handle public funds. I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history and that if it is subsequently discovered that I have wilfully or negligently given false information or withheld information. I will be liable to immediate dismissal and may be prosecuted. I understand that canvassing directly or indirectly will be a disqualification.

Signature:

Date: