



A. POSITION APPLIED FOR

B. GENERAL DETAILS

1. Family Name			2. First Name		3. Middle Name		4. Maiden Name, if any	
5. Date of Birth			6. City of Birth		7. Country of Birth		8. Country of Current Nationality	
Day	Month	Year						
10. Gender			11. Marital Status			12. Title		
Male		Female	Single	Married	Other-Specify	Mr.	Mrs.	Ms
13. Contact Details								
P.O Box/Private Bag			Residential Address		Mailing Address		Business /Current employment Address	
City								
Country								
Telephone								
Fax No. (if any)								
Mobile Phone								
Email address								

C. RELATIONS

14. Are any of your relatives employed at SADC or any of SADC Institutions **(Yes)/(No)**

15. If you answered Yes, list any of relatives employed by SADC or SADC Institutions.

Relative Name		Relationship		SADC Institution	
16. List any dependents that you have.					
Dependent's Name	Relationship	Date of Birth	Gender	Country of Birth	Nationality

D. EDUCATION HISTORY

17. List all University Degrees, Diplomas or Professional qualifications starting with the latest.

Name of University/College or and Mailing address	From MM/YY	To MM/YY	Degree(s)/Diploma (s) Received
Main Field(s) of Study			
Telephone (Including Country Code)			Email Address
Facsimile (Including Country Code)			
Name of University/College and mailing address	From MM/YY	To MM/YY	Degree(s)/Diploma(s) Received
Main Field(s) of Study			
Telephone (Including Country Code)			E mail Address
Facsimile (Including Country Code)			
Name of University/College and Mailing address	From MM/YY	To MM/YY	Degree(s) /Diploma(s) Received
Main Field(s) of Study			
Telephone (including country code)			E Mail Address
Facsimile (including country code)			

E. EDUCATION HISTORY PART 2

(to be completed by applicants without Formal Tertiary Education)

Secondary/Tertiary/Apprenticeship Name and Mailing address	From MM/YY	To MM/YY	Certificate (s)) Received
Main Field(s) of Study			
Telephone (including country code)			E Mail Address
Facsimile (including country code)			

F. EMPLOYMENT HISTORY									
18. List in reverse order starting with your current or most recent position and the last two (2) jobs.									
Current / Most Recent Position									
Title of Position									
Period in that position						Location			
From			To			Full name, title of position and contact details of current / most recent contact to confirm employment.			
Name and Address of Employer									
Contact Telephone Number									
Contact Fax Number									
Email Address									
Number of employees supervised by you						Type of employees you supervised (Technical, Professional, Administrative or Other)			
Summarize main duties and responsibilities									
Summarize your achievements if any.									
State reason for leaving									

EMPLOYMENT HISTORY CONTD.									
Period in that position						Location			
From			To			Full name, title of position and contact details of individuals to be contacted for confirmation of employment			
Name and Address of Employer									
Contact Telephone Number									
Contact Fax Number ()									
Email Address									

None	Type of employees you supervised (Technical, Professional, Administrative or Other)
Summarize main duties and responsibilities	
Summarize your achievements, if any.	
State reason for leaving	

EMPLOYMENT HISTORY CONTD.									
Title of Position									
Period in that position						Location (City and Country)			
From		To				Full name, title of position and contact details of individuals to be contacted for confirmation of employment			
Name and Address of Employer									
Contact Telephone Number ()									
Contact Fax Number ()									
Email Address									
Number of employees supervised by you				Type of employees you supervised (Technical, Professional, Administrative or Other)					
Summarize main duties and responsibilities									
Summarize your achievements, if any.									
State reason for leaving									

G. LANGUAGES AND PROFICIENCY									
19. SADC uses three official languages (Portuguese, French and English) State languages that you know starting with your mother tongue (please tick)									
Language	Proficiency								
	Reading			Writing			Speaking		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

H. PROFESSIONAL MEMBERSHIP
20. List professional institutions you have membership with.

I. COMPUTER SKILLS
21. List computer systems and application software which you are familiar with.

I. REFEREES			
22. List at least three persons not related to you whom SADC may contact immediately, who have known you for at least two years and are familiar with your character and competencies. Do not list supervisors named in section E.			
Full Name of Referee	Contact Address	Telephone, Facsimile and Email Address	Business Occupation

K. HOBBIES
23. Please list your hobbies below:

DECLARATION BY APPLICANT	
I certify that the information contained herein is true and correct to the best of my knowledge, and I authorize the SADC Secretariat to make any enquires they deem necessary to ascertain my suitability for employment with the Secretariat. I understand that any false answers or withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for immediate termination of appointment if an appointment has already been made.	
Signature	Date