Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions. Use () for any dialog boxes.

**POST APPLIED FOR :** ………………………………………………………

**DATE OF ADVERTISEMENT:** …………………………………………….

1. **PERSONAL HISTORY**

|  |
| --- |
| Family Name: |
| First Names: |
| Maiden Name (if applicable): |
| Date of birth: |
| Place of birth: |
| Nationality at birth: |
| Present Nationality: |
| Sex:  Marital status: |
| Permanent address: |
| Present address: |
| Office phone number: |
| Office fax number: |
| Residence phone number: |
| E-mail address: |

1. **Do you have any dependent children?**

Yes  No

If your answer is ‘‘Yes ‘’, give the following information :

*(Note : You are allowed to input data up for a maximum of* ***4*** *dependent children)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of children** | **Date of birth (day/month/year)** | **Place of birth** | **Nationality** | **Gender** |
|  |  |  |  |  |
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1. **QUALIFICATIONS:**

**EDUCATION,** Give full details- N.B Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

|  |  |  |  |
| --- | --- | --- | --- |
| **A. UNIVERSITY OR EQUIVALENT** | | | |
| **Name, Place and Country** | **Attended from/to** Month/ Year | **Post Degrees, Degrees and academic ;**  **Distinctions Obtained** | **Main course of study** |
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| --- | --- | --- |
| **B. SCHOOLS OR OTHER FORMAL TRAINING** | | |
| **Name, Place and Country** | **Attended from/to** Month/ Year | Certificates Obtained |
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1. **List any significant publications or papers you have written and which might be of relevance to the post being applied for.**

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1. **EMPLOYMENT RECORD**

Please fill in details of your employment record below in chronological order, starting with your current or latest position first. Use a separate block for each post.

1. **Present Post (Last Post, if not presently in employment)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exact Title Of Post** | **Name Of Employer** | | **From**  **Month/Year** | **To**  **Month/Year** |
|  |  | |  |  |
| **Address Of Employer :** | | | | |
| **Type Of Organisation** | |  | | |
| **No. Of Superiors To Whom You Report :** | | | | |
| **No. And Categories Of Employees Supervised By You :** | | | | |
| **Description Of Duties** | | | | |
| **Any Job Problems:** | | | | |
| **How You Are Handling Them:** | | | | |

1. **Previous Post**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exact Title Of Post** | **Name Of Employer** | **From**  **Month/Year** | **To**  **Month/Year** |
|  |  |  |  |
| **Address Of Employer :** | | | |
| **Type Of Organisation** : |  | **Name Of Supervisor :** | |
|  |  | |
| **No And Kind Of Employees Supervised By You :** | | | |
| **Salary Obtained :** | | | |
| **Reason Of Leaving :** | | | |
| **Description Of Duties :** | | | |

# Previous Post

|  |  |  |  |
| --- | --- | --- | --- |
| **Exact Title Of Post** | **Name Of Employer** | **From**  **Month/Year** | **To**  **Month/Year** |
|  |  |  |  |
| **Address Of Employer :** | | | |
| **Type Of Organisation** | | **Name Of Supervisor** | |
|  | |  | |
| **No And Kind Of Employees Supervised By You :** | | | |
| **Reason Of Leaving :** | | | |
| **Description Of Duties :** | | | |

1. **Previous Post**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exact Title Of Post** | **Name Of Employer** | | **From**  **Month/Year** | **To**  **Month/Year** |
|  |  | |  |  |
| **Address Of Employer :** | | | | |
| **Type Of Organisation** | | **Name Of Supervisor** | | |
| **No And Kind Of Employees Supervised By You :** | | | | |
| **Reason Of Leaving :** | | | | |
| **Description Of Duties :** | | | | |

1. **Computer Literacy**

**Word** Excellent Good Average

**Excel**   Excellent Good Average

**E-mail**  Excellent Good Average

**PowerPoint**   Excellent Good Average

1. **Language skills**

## ENGLISH

**Spoken**   Excellent Good Basic

**Read**   Excellent Good Basic

**Written**   Excellent Good Basic

## FRENCH

**Spoken**   Excellent Good Basic

**Read**   Excellent Good Basic

**Written**   Excellent Good Basic

**Proficiency in other languages: Yes** **No**

**Please specify language(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please specify level of Proficiency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **When you look over your career, of the organisations you have so far worked for, which did you enjoy the most and why?**

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1. **What are your major skills and behavioural characteristics that can be assets to the post you have applied for?**

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1. **What have you achieved in your career that demonstrates your mastery of these skills?**

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1. **What are your expectations from the post you have applied for?**

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1. **REFEREES**

List the name of the three persons, not related to you and are not under current COMESA staff members, who are familiar with your character and qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL NAME** | FULL ADDRESS | **BUSINESS OCCUPATION** | **PHONE NUMBER** |
|  |  |  |  |
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1. **Any other comment you would like to add:**

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1. **I, Mr/Mrs …………………………………………………….. certify that the statements made by me to answer the foregoing questions are true and complete to the best of my belief. I understand that any misrepresentation or material omission made on this form may render my application to termination.**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**