

**SINU JOB APPLICATION FORM**

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| **NOTE: A*ll interested applicants must fill in this form and provide all the necessary information as required in this form. Incomplete application forms may not be considered for further assessment.***  |
| **POSITION DETAILS** |
| **VACANCY NO:** |  |
| **POSITION APPLYING FOR:** |  |
| **BAND/GRADE:** |  |
| **SCHOOL/DEPARTMENT:** |  |

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| **PERSONAL INFORMATION** |
| **Full Name:** |  |
| **Gender:** | **Male: Female:** |
| **Date of Birth:** |  |
| **Address:**  |  |
| **Telephone** *(please provide all necessary contacts***)** |  |
| **Cell Phone** *(please provide all necessary contacts)* |  |
| **Email:** |  |
| **Country of Citizenship:** |  |

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| **PERSONAL STATEMENT ABOUT YOURSELF AND CAREER ASPIRATIONS OR GOALS** |
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| **EDUCATION and QUALIFICATION** *( Include dates, majors, and details of degrees, training and certification – starting with most recent) – (Insert more rows if required)* |
| ***List of Qualifications Attained (Eg. PhD, Masters or Bachelors etc)*** | ***Name of Qualification Achieved (include majors)*** | ***Institution and Country*** |
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| **EMPLOYMENT HISTORY (*List in chronological order starting with most recent, include position details and dates (Inset new rows if required)*** |
| **CURRENT EMPLOYMENT STATUS**1. **Are you currently employed (please tick) Yes No If no, go to question 3.**
2. **If yes, name of current employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Brief Description of key Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Period of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Current Basic Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. **If your answer to no. 1 is No, what you are currently doing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **OTHER PREVIOUS EMPLOYMENT (Please state all other previous employment if applicable)** |
| ***Name of Organisation:***  |  ***Brief description of Responsibilities*** | ***Year (eg 1999 -2005)*** |
| ***1.*** |  |  |
| ***2.*** |  |  |
| ***3.*** |  |  |
| ***4.*** |  |  |

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| **PROFESSIONAL SKILLS DEVELOPMENT (*List any other relevant skills training attained which contributed to your skills or knowledge development ) - Leave Blank if not applicable*** |
| ***Date Attended/ Length of Course*** | ***Name of Certifications and Accreditations and organization/Facilitator*** |
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**ALL APPLICANTS MUST COMPLETE THIS SECTION**

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| **Skills, Knowledge and Experience Relevant to the job you are applying for** | **Describe the Relevant Skills, Knowledge and Experience that you have that you think will help you perform the role you are applying for: *It is essential that you provide specific examples of previous experience or actual examples of how you have demonstrated your skills, and knowledge* (100 – 300 Words) - *(Add more rows if required)***  | **SINU to complete** |
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| **5. REFEREE DETAILS** |
| **Part of the selection process may require us to do Referee Checks. By applying for this post you have given SINU permission to contact your referees. Please provide names and contact details of at least two referees, one must be from recent employment (if applicable) who can give detailed comments regarding your background and experience. It may be useful to contact your referees to make them aware of your application and alert them that they may be contacted regarding a reference check.** |
|  | **Referee 1** | **Referee 2** |
| **Name:**  |  |  |
| **Position Title:** |  |  |
| **Organisation:** |  |  |
| **Address:** |  |  |
| **Phone:** |  |  |

 In submitting this application I confirm and certify that:

* The above is part of my bid for this position
* The information provided is true to the best of my knowledge
* I have a genuine interest in this role and would be willing to participate in the selection process if successful for interview.

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|  I understand that I will only be contacted if my application is successful for the next stage of selection. **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ***(Type name if submitting electronically)*** |