

# Applicant’s Name:

***APPLICATION FORM***

# Date:

**Position Applied for:**  **Email Address:**

**Recent Picture of Applicant**

**to be attached.**

**Phone: Address:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | | | | |
| **Sr. No.** | **Degree** | **Year of Passing** | **Grade/Division** | **University/Board** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | | |
| **Sr. No.** | **Organization** | **Job Title** | **Start Date** | **End Date** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LANGUAGES** | | | | |
| **Sr. No.** | **Language** | **Speak** | **Write** | **Read** |
| **1** | **English** |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

**How do you come to know about IBRA TRADERS / HRM ASSOCIATES?**

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERNCES** | | | |
| **Sr. No.** | **Name** | **Relation** | **Contact** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

Signature of Applicant

 

|  |  |
| --- | --- |
| **GENERIC QUESTIONS** | |
| ***1.*** Why are you seeking new employment? (Are they ambitious or just greedy?) |  |
| ***2.*** Why should we hire you? |  |
| ***3.*** What are your salary expectations? |  |
| ***4.*** What do you consider important in a job, and why? (Can you fulfill the applicant’s needs?) |  |
| ***5.*** Why do you want this job?  (Are they enthusiastic about this position or just wanting a change?) |  |
| ***6.*** What are your strengths? (How will this help you?) |  |
| ***7.*** Tell me something about yourself (Do they have positive self-esteem?) |  |
| ***8.*** What kind of people do you find most difficult to work with? (Will they fit into the team?) |  |
| ***9.*** What are the major responsibilities in your present job?  (How similar are they to the position?) |  |
| ***10.*** How would your last employer describe you? (Especially if they are a referee) |  |
| ***11.*** Are there any health problems that we should know about? |  |
| ***12.*** Any other information you want to share with us? |  |

Attach your updated CV, one photocopy of applicant’s NIC, and one photocopy of each of the Experience Certificates (if applicable) along with this form.