



APPLICATION FOR EMPLOYMENT



Position Applied for: _____

PERSONAL INFORMATION

Name: (Mr/Ms/Mrs): _____
First Middle Last

Gender: Male Female National ID Card no.: _____

Nationality: _____ Marital status: _____

Date of Birth: _____ Place of Birth: _____
dd/mm/yy

Current Address: _____
Home (Floor & Apartment) Street City Island & Atoll

Permanent Address: _____
Home (Floor & Apartment) Street City Island & Atoll

Contact Information: (_____) _____ (_____) _____
Home Telephone Mobile

_____ Email Address

How did you learn about Allied Insurance Company of the Maldives? Please tick

Job Advertisement TV Advertisement Friend

Other (Please specify): _____

Do you have any friends or family member working in Allied Insurance Company of the Maldives?

Friends Family Relationship: _____

Explain any personal responsibilities or health problems that might prevent you from coming to work such as defects in hearing, vision, or speech?

EDUCATION

High School & College / University

Institute & Location	Year	Results/Level	Major/Subjects of Study

Specialized Training, Trade School, etc...

If you have any plans of further studies? Please provide us the details of the program, duration and the expected starting date.

Commencing Date: _____

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Role/Title	Reason for leaving

Job tasks performed:

Dates Employed	Company Name	Role/Title	Reason for leaving

Job tasks performed:

Dates Employed	Company Name	Role/Title	Reason for leaving

Job tasks performed:

Job Skills: Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

Prior Convictions: Have you ever been convicted of any violation of law: Yes No
If Yes, then please provide the following:

Date of charge: _____ Date of conviction: _____

Describe the offense:

References:

List the full name, address, phone number and designation of up to three persons (excluding family & friends) that you'd like to use as a reference.

Full Name	Address	Phone Number	Relationship

May we contact your present or last employer? Yes No

When will you be available to start work? _____

Job Application Certification:

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification in this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references and educational institutions listed on this application

Date: _____ Job Applicant Signature: _____

Please attach the following documents:

- a) *National ID card or Passport copy*
- b) *Educational Certificates (Attested/verified by a government Office)*
- c) *Curriculum Vitae*
- d) *Reference Letters or other supporting documents*

OFFICE USE:

Application received on: _____ Relevant documents are attached: Yes No

Interviewed date: _____ Interviewed by: _____

Available Start Date: _____ Applicant is currently employed? Yes No