

THE BRITISH HIGH COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER

**APPLICATION FOR EMPLOYMENT
IN CONFIDENCE**

PERSONAL DETAILS							
Job Reference No		Post Applied For				Grade	
Forenames		Surname & Title (Prof/Dr/Mr/Mrs/Miss/Ms/Other)					
Present Address				Permanent Address (if different)			
Post Code:				Post Code:			
Other Contact Details		Home:		Mobile:			
		Work:		e-mail:			
Date of Birth				Nationality (Also mention if Dual National)			
How did you find out about this vacancy?							
Is any family member currently employed at BHC? If yes, please mention the relationship.							
Have you previously interviewed or employed at BHC? If Yes, please mention the year & for which position?							
If we offer you the job when you'll be able to join BHC?							
May we contact you at work?				If foreigner, do you have a work permit?			
Yes		No		Yes		No	
Languages spoken (Please indicate degree of fluency. "B" stands for Basic, "G" for Good & "F" for Fluent. e.g Urdu_F, English_B)							
a)		b)		c)		d)	
e)		f)		g)		h)	
i)		j)		k)		l)	
ACADEMIC RECORD							
Details of school(s), College(s) & University attended, examinations passed and other qualifications or in progress				Dates (Course started & finished or going to finish)		Major Subjects	
Qualification		Institute		From	To	Please avoid giving details in this column	

PROFESSIONAL RECORD

Occupational training/job related courses (Name of Course & Content)	Dates	
	From	To

EMPLOYMENT HISTORY

Current Employer

Name & full address of present employer	Dates (Years)		Job title	Current Monthly Salary	Reason for leaving
	From	To			

Brief summary of responsibilities

Notice required by present employer

Previous Employers
(please continue on separate sheet if necessary)

	Dates (Years)		Position & responsibilities	Reason for leaving
	From	To		

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EXPERIENCE IN USING INFORMATION TECHNOLOGY

Please give details of any software packages you have used and any other IT.

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ADDITIONAL INFORMATION

Please indicate why you are applying for this post and what particular skills and qualities you would bring to the job. (Use no more than 150 words).

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MISCELLANEOUS

As part of the recruitment procedure you will be required to undergo a medical examination by the BHC Clinic. No confirmation of employment will be made without this health check.

Do you consider yourself to have a disability?	Yes		No	
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If yes, what is the nature of your disability?				
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Do you have any special needs to enable you to carry out duties?				
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Have you ever suffered or are you suffering from any physical impairment, disease or mental illness?	Yes		No	
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Have you ever been convicted in a court of law in any country?	Yes		No	
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Have you ever been charged with any offence in a court of law in any country for which the outcome is not yet known?	Yes		No	
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REFERENCES

Please give three referees who can comment on your performance & abilities. References must be non-relatives who know you well. The first must be your current or most recent employer.

Name:

Job Title:

Address:

Office Contact number:

Personal Contact Number:

e-mail Address:

May we request a reference prior to interview?

Yes

No

Name:

Job Title:

Address:

Office Contact number:

Personal Contact Number:

e-mail Address:

May we request a reference prior to interview?

Yes

No

Name:

Job Title:

Address:

Office Contact number:

Personal Contact Number:

e-mail Address:

May we request a reference prior to interview?

Yes

No

DECLARATION

I declare that the information given on all parts of this application form, and in any CV which accompanies it, is, to the best of my knowledge, correct. I understand that giving false information will make my application unacceptable and, if I am appointed, lead to my dismissal. I accept that:

Signature: Date:

Please return this form to Recruitment Officer, British High Commission, Diplomatic Enclave, Ramna 5, P. O. Box 1122, Islamabad.