

Employment Application Form

Sindh Education Foundation



Instructions:

Please kindly complete the Employment Application Form, and attach your CV, with a Cover letter, specifically stating the program and the position you are applying to. Send in all this material to:

**Administration & Human Resources Department
Sindh Education Foundation
Plot 9, Block 7, Kehkashan,
Clifton 5, Karachi,
Pakistan - 75600**

Attach recent

Passport size photo

Position Applied For:

Position No:

Personal Information

Full Name: _____

Address: _____

Home Phone: _____ Domicile (Identify Rural or Urban): _____

E-mail Address: _____

National Identification Number: _____

Birth Date: _____ Marital Status _____

Position Applied for : _____

Current Salary _____ Expected Salary _____

Have you any relative in Sindh Education Foundation? Yes : No:

If 'Yes', give name, relationship and designation: _____

Employment /Work Experience

Employer 1: _____

Job Title _____ Supervisor _____

Address _____

Phone _____ Salary per month: _____

Description of duties: _____

Reasons for leaving _____

Dates of employment
(month/Year) From: _____ To: _____

Have you any objections to our making inquiries with your employer? Yes : No:

If 'Yes', Why?

Employer 2: _____

Job Title _____ Supervisor _____

Address _____

Phone _____ Salary per month: _____

Description of duties: _____

Reasons for leaving _____

Dates of employment
(month/Year) From: _____ To: _____

Have you any objections to our making inquiries with your employer? Yes : No:

If 'Yes', Why?

Employer 3: _____

Job Title _____ Supervisor _____

Address _____

Phone _____ Salary per month: _____

Description of duties: _____

Reasons for leaving _____

Dates of employment
(month/Year) From: _____ To: _____

Have you any objections to our making inquiries with your employer? Yes : No:

If 'Yes', Why?

Educational and Professional Qualification									
Degree	Degree Detail			Educational Institutions			Grade/Division/GPA		
S.S.C/O-Levels									
H.S.C/A-Levels									
Bachelors									
Masters									
Any Other 1.									
2.									
Language Proficiency									
Language	Reading			Writing			Speaking		
	Good	Fair	Slight	Good	Fair	Slight	Good	Fair	Slight

Business References		
Name	Organization and Position	Address, Phone and Email

Personal References		
Name	Relationship and How Long	Address, Phone and Email

Special Skills
Describe any special skills or qualifications for this work:

Miscellaneous Information

Have you ever been arrested, indicated or summoned in court as defendant in criminal proceedings or convicted fined or imprisoned for violation of any law? Yes : No:

If Yes, then please state the offense:

Have you ever been discharged or forced to resign from any position? Yes : No:

If Yes, then please give details:

What approximately starting salary will be acceptable to you for the position you have in mind?

Rs. _____ per month

If your services are required at the earliest possible time, how soon will you be available to start work after being found suitable for employment?

Immediately:

Week's Time:

Other (Please specify):

I certify that the information in this application if true to the best of my knowledge. I authorize the Sindh Education Foundation to investigate any statement in this application. I understand that this application is not an agreement or contract between the Sindh Education Foundation and me. In the event of employment, the Sindh Education Foundation may terminate the contract in case of any misleading or false information stated in the application, correspondence, discussion or interview. I understand that I am to abide by all the rules and regulations and policies of the Sindh Education Foundation.

Signature: _____

Date: _____