

## APPLICATION FOR EMPLOYMENT

PHOTO  (Passport Size)	Name of the Applicant:	
	Position applied:	
	Desired salary:	
	Available date:	
	Referred by:	

### **1. Personal Details:**

Surname:		First Name:	
Maiden Name:		Gender:	Female      Male
Date of Birth:		Place of Birth:	
Nationality:		Passport/ID:	
Telephone:		Mobile:	
Email:		Skype ID:	
Permanent Address:		Emergency Contact person:	

### **2. Work Experiences:** *(List below previous 3 employers, starting with your current employer first)*

<b>1. Current Employer:</b>			
From date:	To date:	Position held:	
Reason for leaving:			Last drawn salary:
<b>2. Previous Employer:</b>			
From date:	To date:	Position held:	
Reason for leaving:			Last drawn salary:
<b>3. Previous Employer:</b>			
From date:	To date:	Position held:	
Reason for leaving:			Last drawn salary:

**3. Educational Accomplishments:**

School/College/University		Duration		Credit/Diploma/ Degree
Name	Country	From	To	

**4. References:** *(List below at least 3 persons NOT related to you, known for more than one year)*

Name	Occupation/Company	Phone	Email

**5. Languages:**

Languages/Dialects	Spoken			Written		
	Excellent	Good	Fair	Excellent	Good	Fair

**6. General Questionnaire:**

1. In your own words, please tell us about yourself:

2. What do you know about Habitus Foods?

3. Why do you wish to work for us?

4. What would you describe your greatest strengths as an employee? What is your greatest weakness?

5. What kind of work environment do you prefer? What brings out your best performance?

6. Can you tell us about an important decision you have made and how have you arrived at it?

7. How do you handle conflict? How do you resolve personal confrontations?

8. Do you have a friend or a relative working with us? If YES, please provide name(s):

9. If you are appointed when can you officially start working with us?

10. Have you ever been dismissed from a previous employer? If YES, please explain

11. Have you ever been convicted of a criminal act? If YES, please explain:

12. Have you ever had any serious illness or any physical disability?

**7. Declaration**

I certify that all the information submitted by me on this application form is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed my employment may be terminated without prior notice. I authorise Habitus Fresh to submit the said information to any person or organisation for the purpose of any investigation, which the Habitus Fresh may desire to make. I agree to indemnify Habitus Fresh from all liabilities, demands, claims, suits, proceeding, cost and expenses of any nature in connection with the foregoing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***For Human Resources use ONLY:***

Hired:  YES  NO

Hold:  YES  NO

Rejected:  YES  NO

Position:		Date of Hire:	
Department:		Salary:	

*Approvals:*

\_\_\_\_\_  
**Human Resources**

\_\_\_\_\_  
**Director**