



Human Resource Department

## HRD001 Employment Application Form

(This form must be COMPLETED with all details and submitted to HR Dept for processing)

**Instruction:**

1. This form is used for positions available in the Metro Express Ltd.
2. This form must be TYPED OUT and COMPLETED accordingly.
3. Please support your application with relevant document (i.e. certified Certificates, Testimonials, etc).
4. Once completed, please return the form to: Human Resource Department (registry@metroexpressltd.org)

Picture
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<b>1.</b>	<b>A. Post Applied</b>			
	Post		State when & where you learn of the advertisement/vacancy	
<b>2.</b>	<b>B. Personal Particulars</b>			
	Full Name <i>(as in NID/Passport)</i>		Contact No <i>(mobile)</i>	
	Address <i>(home)</i>		Contact No <i>(office)</i>	
	Address <i>(office)</i>		Email address	
			Skype ID	
	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	NID/Passport No.	
Date of Birth		Nationality		
<b>3.</b>	<b>C. Recruitment Requirement</b>			
	Indicate expected minimum gross monthly salary			
	<b>D. Commencement Date</b>			
	How soon after being offered can you commence appointment?			
	<b>E. Previous Application</b>			
	Have you ever previously applied for employment with Metro Express Ltd?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, state position applied for, company & date of application				



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	Are you related to anyone in the Metro Express Ltd? If yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No ..... .....			
<b>4.</b>	<b>F. Education Background</b>				
	Level	Field of Study	High School/ College /University	Year Completed	Study Mode
	<b>Tertiary Education</b>				
	Highest Qualification 1				<input type="checkbox"/> Online <input type="checkbox"/> Abroad <input type="checkbox"/> Local <input type="checkbox"/> Others
	Qualification 2				<input type="checkbox"/> Online <input type="checkbox"/> Abroad <input type="checkbox"/> Local <input type="checkbox"/> Others
	<b>Secondary Education</b>				
	Qualification 3				
	Qualification 4				
<b>5.</b>	<b>G. Employment History (in the order of the latest employment companies that you are employed for more than a year, list down the following details for your last 10 years employment)</b>				
	<b>Latest Employer</b>	Name of Employer			
	Business Nature		Total Workforce		Listed/Not Listed/ Multinational
	Position Held			Employment Period	From _____ To _____
	Total Year of Service	No. of Staff Reporting to you		Reason of Leaving	
	Last Drawn Salary (MUR)				



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Key Reference (name, position, contact no)					
List 3-5 specific main tasks during employment			Describe your 3-5 key achievements		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
<b>Previous Employer 1</b>	Name of Employer				
Business Nature		Total Workforce		Listed/Not Listed/ Multinational	
Position Held			Employment Period	From _____ To _____	
Total Year of Service		No. of Staff Reporting to you		Reason of Leaving	
Last Drawn Salary (MUR)					
Key Reference (name, position, contact no)					
List 3-5 specific main tasks during employment			Describe your 3-5 key achievements		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		



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6.	<b>Previous Employer 2</b>	Name of Employer				
	Business Nature		Total Workforce		Listed/Not Listed/ Multinational	
	Position Held			Employment Period	From _____ To _____	
	Total Year of Service		No. of Staff Reporting to you		Reason of Leaving	
	Last Drawn Salary (MUR)					
	Key Reference (name, position, contact no)					
	List 3-5 specific main tasks during employment			Describe your 3-5 key achievements		
	1.			1.		
	2.			2.		
	3.			3.		
4.			4.			
5.			5.			
<b>H. If you are employed for this job, describe how you would undertake your responsibilities towards achieving the job expectation. (List down what will be your area of focus and what would you like to achieve and how will you do it.)</b>						



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7.	<b>I. Type out a short essay in English with maximum 300 words about your accomplishment(s). (It is <b>COMPULSORY</b> to complete this section.)</b>
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8.	<b>J. Declaration</b>	
	<i>I hereby declare that the particulars provided in this form is true to the best of my knowledge and that I have not wilfully suppressed any material fact. I understand that any false declaration may result in the termination of my service by the Company subsequently.</i>	
	..... Signature	..... Date
9.	<b>K. FOR OFFICE USE only</b>	
	Interviewed by	
	Date	
	Remark	