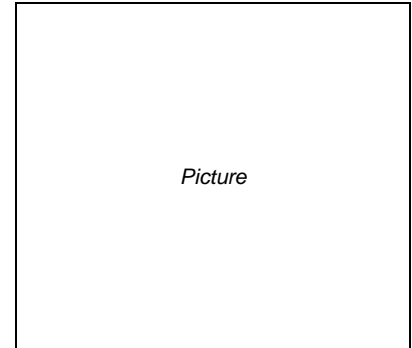Human Resource Department
HRD001 Employment Application Form (Full)
(This form must be COMPLETED with all details and submitted to HR Dept for processing)

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

1.	**A. Post Applied**			
	Post		State when & where you learn of the advertisement/vacancy	

2.	**B. Personal Particulars**			
	Full Name *(as in NID/Passport)*		Contact No *(mobile)*	
	Address *(home)*		Contact No *(office)* *(house)*	
	Address *(office)*		Email address / Skype ID	
	Gender	☐ Male ☐ Female	NID/Passport No.	
	Date of Birth		Nationality	

3.	**C. Recruitment Requirement**	
	Indicate expected minimum gross monthly salary	
	D. Commencement Date	
	How soon after being offered can you commence appointment?	
	E. Previous Application	
	Have you ever previously applied for employment with Metro Express Ltd?	☐ Yes ☐ No
	If yes, state position applied for, company & date of application	

-- METRO EXPRESS LIMITED --

Page **1** of **6**

	Are you related to anyone in the Metro Express Ltd? If yes, please give details	☐ Yes ☐ No ....

4.	**F. Education Background**				
		Level	Field of Study	High School/ College /University	Year Completed	Study Mode

Tertiary Education					
Highest Qualification 1					☐ Online ☐ Abroad ☐ Local ☐ Others
Qualification 2					☐ Online ☐ Abroad ☐ Local ☐ Others

Secondary Education					
Qualification 3					
Qualification 4					

5.	**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*

Latest Employer	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)					

-- METRO EXPRESS LIMITED --

Page **2** of **6**

HRD001 Employment Application Form (Full)
(This form must be COMPLETED with all details and submitted to HR Dept for processing)

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.

Previous Employer 1	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.

-- METRO EXPRESS LIMITED --

Page **3** of **6**

Previous Employer 2	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.

6. **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.)**

-- METRO EXPRESS LIMITED --

Page **4** of **6**

HRD001 Employment Application Form (Full)
(This form must be COMPLETED with all details and submitted to HR Dept for processing)

7.	I. Type out a short essay in English with maximum 300 words about your accomplishment(s). (It is *COMPULSORY* to complete this section.)

--- METRO EXPRESS LIMITED ---

Page **5** of **6**

8.	**J. Declaration**	
	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.	
	.... Signature	.... Date

9.	**K. FOR OFFICE USE only**	
	Interviewed by	
	Date	
	Remark	

-- METRO EXPRESS LIMITED --

Page **6** of **6**