



Human Resource Department

HRD001a Employment Application Form (Short)

(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 Limited (MEL).
2. This form must be TYPED OUT and COMPLETED accordingly.
3. Please support your application with relevant document (i.e. academic certificates, testimonials, driving license, national ID etc.).
4. Once completed, please return the form to: Human Resource Department (career@metroexpressltd.org)

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)			
	Email Address		Driving License No.			
	Type of Vehicle		Date of Issue			
	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	NID/Passport No.		
	Date of Birth		Nationality			
3.	C. Education Background					
		Level	Field of Study	High School/ College /University	Year Completed	Study Mode
	Tertiary Education					
	Highest Qualification 1					<input type="checkbox"/> Online <input type="checkbox"/> Abroad <input type="checkbox"/> Local <input type="checkbox"/> Others
	Others (Secondary Education/Certificate etc.)					
	Qualification 2					<input type="checkbox"/> Online <input type="checkbox"/> Abroad <input type="checkbox"/> Local <input type="checkbox"/> Others
Qualification 3					<input type="checkbox"/> Online <input type="checkbox"/> Abroad <input type="checkbox"/> Local <input type="checkbox"/> Others	



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4.	D. 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				
	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)				
	Previous Employer 1 (If you have other previous employment, please attach your latest resume)				
	Name of Employer				
	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)				
	5.	E. Recruitment Requirement			
Indicate expected minimum gross monthly salary					
How soon after being offered can you commence appointment?					



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6.	F. Declaration	
	<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		
7.	G. FOR OFFICE USE only	
	<i>Interviewed by</i>	
	<i>Date</i>	
	<i>Remark</i>	
DISCLAIMER: Metro Express Limited (MEL) is committed to the principle of employment equity. MEL does not solicit any charges/fees/money/favours to consider application for any position. However, MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidates.		