

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 (career@metroexpressltd.org)

Picture

1.	A. Post Applied			
	Post		State when & where you learn of the advertisement/vacancy	
2.	B. Personal Particulars			
	First Name <i>(as in NID/Passport)</i>		Maiden Name	
	Surname <i>(as in NID/Passport)</i>		Contact No <i>(mobile)</i>	
	Address <i>(home)</i>		Contact No <i>(office)</i> <i>(house)</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	
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?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, state position applied for, company & date of application			
	Are you related to anyone in the Metro Express Ltd? If yes, please give details		<input type="checkbox"/> Yes <input type="checkbox"/> No	

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4.	F. 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	
	Qualification 2					<input type="checkbox"/> Online <input type="checkbox"/> Abroad <input type="checkbox"/> Local <input type="checkbox"/> Others	
	Others (Secondary Education/Certificate etc.)						
	Qualification 3					<input type="checkbox"/> Online <input type="checkbox"/> Abroad <input type="checkbox"/> Local <input type="checkbox"/> Others	
	Qualification 4					<input type="checkbox"/> Online <input type="checkbox"/> Abroad <input type="checkbox"/> Local <input type="checkbox"/> Others	
	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)							
Key Reference (name, position, contact no)							
List 3-5 specific main tasks during employment			Describe your 3-5 key achievements				
1.			1.				

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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.		
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)					

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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.	
Section 6 (H) and 7(I) are COMPULSORY if you are applying for any position grade officer and above.			
6.	<p>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.)</p>		



7.	I. Type out a short essay in English with maximum 300 words about your accomplishment(s).

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8.	J. Declaration	
	<p><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></p>	
	<p>..... Signature</p>	<p>..... Date</p>
9.	K. FOR OFFICE USE only	
	Interviewed by	
	Date	
	Remark	
<p><u>DISCLAIMER:</u> 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.</p>		