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| **EMPLOYMENT APPLICATION FORM** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **BASIC INFORMATION** | | | | | | | | | | | | | |
| **OFFICIAL NAME** | | English | | | | **POSITION APPLIED (Incl. vacancy number)** | | | | Economic Affairs Officer (#2016-ECO-) | | | |
| Native language | | | |
| **DATE OF BIRTH** | | YYYY/MM/DD | | | | **GENDER** | | | |  | | | |
| **CITIZENSHIP** | |  | | | | **MARITAL STATUS** | | | |  | | | |
| **CONTACT INFORMATION** | | | | | | | | | | | | | |
| **ADDRESS** | | (Zip/Postal Code: ) | | | | | | | | | | | |
| **TEL.** | |  | | | | | | | | | | | |
| **E-MAIL** | |  | | | | | | | | | | | |
| **EDUCATION BACKGROUND** | | | | | | | | | | | | | |
| **PERIOD ATTENDED** | | | | **INSTITUTION**  **/LOCATION** | | **MAJOR** | | | | **DEGREE GRANTED** | | | |
| **START** | **END** | | **LENGTH** | **NAME OF DEGREE** | | | **DATE RECEIVED/EXPECTED** |
| **YY/MM** | **YY/MM** | |  |  | |  | | | |  | | | YY/MM |
|  |  | |  |  | |  | | | |  | | |  |
|  |  | |  |  | |  | | | |  | | |  |
| **EMPLOYMENT RECORD** | | | | | | | | | | | | | |
| **DATE** | | | | **EMPLOYER** | | **JOB TITLE** | | | | **MAIN DUTY** | | | |
| **FROM** | **TO** | | **LENGTH** |
| **YY/MM** | **YY/MM** | |  |  | |  | | | |  | | | |
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|  |  | |  |  | |  | | | |  | | | |
| **Total** | | |  |  | | | | | | | | | |
| **LANGUAGE PROFICIENCY** | | | | | | | | | | | | | |
| **LANGUAGE** | | | **LEVEL** | **TEST NAME** | | | | **TEST SCORE/GRADE** | | | | **ACQUIRED DATE** | |
| ENGLISH | | |  |  | | | |  | | | | YYYY/MM/DD | |
|  | | |  |  | | | |  | | | |  | |
|  | | |  |  | | | |  | | | |  | |
| NATIVE LANGUAGE: | | | |  | | | | | | | | | |
| **COMPUTER SKILL** | | | | | | | | | | | | | |
| **TYPE** | | | | **ELEMENTARY** | | | **NORMAL** | | | | **EXCELLENT** | | |
| MS OFFICE | | | |  | | |  | | | |  | | |
| MS EXCEL | | | |  | | |  | | | |  | | |
| MS POWER POINT | | | |  | | |  | | | |  | | |
| OTHERS ( ) | | | |  | | |  | | | |  | | |
| **DRIVER'S LICENCE** | | | | YES/NO  **If 1ST CLASS, please check** | | | | | | | | | |
| **(OPTIONAL) OTHER CERTIFICATES** | | | | | | | | | | | | | |
| **NAME OF CERTIFICATE** | | | | | **LICENCE ACQUIRED YEAR** | | | | **ISSUING AGENCY** | | | | |
|  | | | | | **YYYY** | | | |  | | | | |
|  | | | | |  | | | |  | | | | |
|  | | | | |  | | | |  | | | | |
| **(OPTIONAL) TITLE OF WRITTEN SAMPLE** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I AGREE ANY FRAUDULENCE IN THIS APPLICATION SHALL BE GROUNDS FOR TERMININATION OF EMPLOYMENT.** | | | | | | | | | | | | | |
| **APPLICANT'S SIGNATURE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | |