Print Form

CONSTRUCTION PVT LTD

E.W HR Use Only	
Approved	
Disapproved	

JOB APPLICATION FORM

Pass Port Size
Photo Here

Position for Applied	
Name of Applicant	
PP or ID Card No	

1 - Personal Info

First Name		Middle Name		Last Name	
Nationality		Contact Numbers			
Permanent Address		Atoll / Island City / District			
Present Address		Atoll / Island City / District			

Sex	☐ Male	☐ Female	ID Card No.		Passport No.	
Blood Group		Marital Status	☐ Single	☐ Married	☐ Divorced	☐ Widowed

Emergency Contact

Name		Address	
Atoll / Island City / District		Relationship	Phone

Please tick if you have the license to drive any of the following. (Copy of driving license should be submitted with this form)

☐ Motorcycle ☐ Car ☐ Bus ☐ Truck ☐ Lorry ☐ Forklift ☐ Other Please Specify

2 - Educational Qualification

Education Level	Name of The Institute	Country	Field of Study	Graduated Year

3 - Other Qualification

Please fill this section if it is applicable to you. Please list any Job-related training courses, Job-related honours, awards and special accomplishment (leadership activities, Performance awards, etc) Please Tick any general skills that you have acquired in the boxes provided.

Institute Attended / Country	Title of Training / Awards Received

General Skills

Drafiting Applications	☐ Poor	☐ Fair	☐ Excellent	**Administrative Skills**	☐ Poor	☐ Fair	☐ Excellent
Microsoft Office Package	☐ Poor	☐ Fair	☐ Excellent	**Graphic Applications**	☐ Poor	☐ Fair	☐ Excellent
Basic Computing	☐ Poor	☐ Fair	☐ Excellent	**Hardware Maintenance**	☐ Poor	☐ Fair	☐ Excellent

4 - Employment History

Position	Company / Organization Name	Contact Person	Contact No	Duration (dd/mm/yy)

Submitted the Following as below

A. Passport size photo (Not older than 04 months) ☐

B. ID Card or Passport copy (PP for Foreign Employee) ☐

C. Educational certificates (attested copies) ☐

D. CV / Bio Data ☐

E. Job reference Letter ☐

F. Vehicle / Vessel driving License copy (Optional) ☐

5. Application Declaration

As an applicant for employment at E.W Group, I understand and agree that failure to answer all questions this application from and / or providing false information herein or dismissal in the event of employment. Additionally, by my submission of this employment application form, I authorize the release of information regarding my education, background and work history to be used in determining my qualifications and suitability for employment at E.W Group of Companies

Name of Applicant	Signature	Date (dd/mm/yy)

For Human Resources Use Only

Date of Application Received .....

.....	.....	.....
HR Department	**Head of Department**	**Approved by**