

**IMPERIAL COLLEGE OF BUSINESS STUDIES
EMPLOYMENT APPLICATION FORM**

3 Passport size
coloured photographs
(paste 1 photograph here)

Please Fill the form in block letters

Job Applied for: _____

Department: _____

Name of Applicant: _____

N.I.C Number: _____

Tel. No.: _____ Mobile No.: _____

E-mail Address: _____

Present Address: _____

Permanent Address: _____

Nationality: _____

Marital Status: Married Single

Current Salary: _____ Expected Salary: _____

Interview Time : _____ Interview Date: _____

For Office Use Only

1. Registrar _____ 2. HOD _____

3. Director/Principal _____ 4. Dean _____

Rector _____

Chairman BOG _____

Have you ever applied here before? Yes No if yes, when? _____

Were you ever employed here? Yes No if yes, when? _____

Are you now or do you expect to be engaged in any other business or employment?
 Yes No

If yes, please explain _____

What skills or training do you have that are related to the job for which you are applying?

Academic Qualification:

Please attach attested copies of certificates/degrees, etc with the application form and mark

Institution/College	Certificate/Degree	Year	Div./CGPA	Specialization	
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

List current and previous employment.

Sr.	Name of Organization	Job Title	Telephone No.	Duration	Salary	Reason for Leaving	
1							<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
4							<input type="checkbox"/>
5							<input type="checkbox"/>

Give three references, who are not related to you, with address and telephone numbers.

Sr.	Name	Address	Telephone No.
1			
2			
3			

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING THE APPLICATION FORM.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

Applicant signature: _____

Date: _____