

# FASHION AND DESIGN INSTITUTE

## CONFIDENTIAL

### APPLICATION FORM

*General Instructions to candidates:*

- (a) *Answer each item completely and accurately. If any item is not applicable to you, please indicate "NA".*
- (b) *This form should be accompanied by a CV, a motivation letter and copies of birth and educational certificates.*
- (c) *Incomplete answers on this application form may disqualify you or cause delays. False answers may lead to rejection or dismissal.*
- (d) *No telephone call pertaining to this selection exercise will be entertained. Canvassing in any form will lead to disqualification.*

POST APPLIED FOR : \_\_\_\_\_

CODE: \_\_\_\_\_

#### 1. PERSONAL DETAILS

SURNAME (in full) : \_\_\_\_\_

OTHER NAMES (in full): \_\_\_\_\_

MAIDEN NAME (If applicable): \_\_\_\_\_

CURRENT RESIDENTIAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NOS: HOME \_\_\_\_\_ OFFICE \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SEX : MALE  FEMALE

MARITAL STATUS: MARRIED  SINGLE  OTHER (please specify)

DATE OF BIRTH : (dd-mm-yyyy) : \_\_\_\_\_ NATIONALITY : \_\_\_\_\_

LANGUAGES (Written): \_\_\_\_\_

LANGUAGES (Spoken): \_\_\_\_\_

## 2. EDUCATION DETAILS:

### SECONDARY QUALIFICATIONS

Examining Body : \_\_\_\_\_

Name and address of college/school \_\_\_\_\_

Certificate obtained : SC  GCE (O)  Other (Please specify)  \_\_\_\_\_

If other, are you submitting equivalence certificate along with the application Yes  No

Month/Year of Examination : \_\_\_\_\_ Overall Results : \_\_\_\_\_

SUBJECTS TAKEN	GRADES	SUBJECTS TAKEN	GRADE

### HIGHER SECONDARY QUALIFICATIONS

Examining Body : \_\_\_\_\_

Name and address of college/school \_\_\_\_\_

Certificate obtained : HSC  GCE (A)  Other (Please specify)  \_\_\_\_\_

If other, are you submitting equivalence certificate along with the application Yes  No

Month/Year of Examination : \_\_\_\_\_ Overall Results : \_\_\_\_\_

MAIN SUBJECTS	GRADES	SUBSIDIARY SUBJECTS	GRADE

**TECHNICAL AND VOCATIONAL QUALIFICATIONS** (please use additional sheet(s) if necessary)

Examining Body : \_\_\_\_\_

Country: \_\_\_\_\_ Duration of Course: \_\_\_\_\_

Part Time:  Full Time:  Distance Education:

Qualification obtained: \_\_\_\_\_ Class/Division/Level: \_\_\_\_\_

Date of Result: \_\_\_\_\_

**TERTIARY/PROFESSIONAL QUALIFICATIONS** (please use additional sheet(s) if necessary)

NAME OF QUALIFICATION	RESULT CLASS / DIVISION / LEVEL	NAME OF INSTITUTION & ADDRESS	YEAR DATE OF RESULT	PART TIME / FULL TIME/DISTANCE MODE

**OTHER QUALIFICATIONS (e.g. certification)** (please use additional sheet(s) if necessary)

NAME OF QUALIFICATION	RESULT CLASS / DIVISION / LEVEL	NAME OF INSTITUTION & ADDRESS	YEAR DATE OF RESULT	PART TIME / FULL TIME

**3. EMPLOYMENT HISTORY** (please use additional sheet(s) if necessary)

<b>CURRENT/MOST RECENT EMPLOYMENT</b>		
Job Title:	Salary:	
Employer's Name	Additional Benefits:	
Address:	From: (dd-mm-yyyy)	To: (dd-mm-yyyy)
Reason for Leaving:		
Period of Notice:		
Major responsibilities, duties and any significant contributions:		

<b>PREVIOUS EMPLOYMENT HISTORY</b>		
Job Title:	Salary:	
Employer's Name	Additional Benefits:	
Address:	From: (dd-mm-yyyy)	To: (dd-mm-yyyy)
Reason for Leaving:		

<b>PREVIOUS EMPLOYMENT HISTORY</b>		
Job Title:	Salary:	
Employer's Name	Additional Benefits:	
Address:	From: (dd-mm-yyyy)	To: (dd-mm-yyyy)
Reason for Leaving:		

Skills including those relevant to the post applied for (please use additional sheet(s) if necessary)

<b>Skill Name</b>	<b>Last Used</b>	<b>Years of Experience</b>	<b>Skill Level</b> (Advanced/Intermediate/Beginner)

4. If selected, when would you be available to start employment? .....
5. Give an indication of the level of salary you would expect: .....
6. If shortlisted when will you be able to attend interviews? .....

**I, ....., the undersigned applicant, have read the General Instructions to Candidates and declare that, to the best of my knowledge, the facts set forth in my application for employment are true and complete. I understand that if considered for employment, any false statement may result in my failure to receive an offer or if I am hired, my termination of employment.**

**Date: ..... Signature of applicant: .....**

*Thank you for completing this form. Due to the volume of applications we receive, only shortlisted applicants will be contacted.*

*Please return your completed application form (on or before the closing date specified in the advertisement) to:*

***The Director  
Fashion and Design Institute  
Ebene  
Rduit***