

## APPLICATION FORM

*“We are an Equal Opportunity Employer”*

| SECTION 1   |  |  |  |       |                       |                                |  |             |  |       |  |
|---|--|--|--|-------|-----------------------|--------------------------------|--|-------------|--|-------|--|
| Post Applying for   |  |  |  |       |                       |                                |  |             |  |       |  |
| Date of Advertisement   |  |  |  |       |                       |                                |  |             |  |       |  |
| SECTION 2: PERSONAL DETAILS   |  |  |  |       |                       |                                |  |             |  |       |  |
| Surname:  |  |  |  |       |                       | First Name(s):                 |  |             |  |       |  |
| Marital Status:<br>Single / Married / Other   |  |  |  |       |                       | Maiden Name<br>(if applicable) |  |             |  |       |  |
| Title:  |  |  | Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> |       |                       | National Identity Card         |  |             |  |       |  |
| Date of Birth   |  |  |  | Age   |                       |                                |  | Nationality |  |       |  |
| Residential Address   |  |  |  |       |                       |                                |  |             |  |       |  |
| Email Address   |  |  |  |       |                       |                                |  |             |  |       |  |
| Phone number: Home  |  |  |  |       |                       | Mobile                         |  |             |  |       |  |
| SECTION 3: QUALIFICATIONS   |  |  |  |       |                       |                                |  |             |  |       |  |
| SECONDARY ORDINARY LEVEL  |  |  |  |       |                       |                                |  |             |  |       |  |
| State whether Cambridge S. C. or Cambridge G.C.E. or London General Certificate of Education (Ordinary Level) |  |  |  |       |                       |                                |  |             |  |       |  |
| .....<br>Month / Year   |  |  |  |       | .....<br>Month / Year |                                |  |             |  |       |  |
| Subject   |  |  |  | Grade |                       | Subject                        |  |             |  | Grade |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |
|   |  |  |  |       |                       |                                |  |             |  |       |  |

Result.....

Aggregate.....

Result.....

Aggregate.....

## SECONDARY ADVANCED LEVEL

State whether Cambridge H.S.C. or Cambridge G.C.E. or London General Certificate of Education (Advanced Level)

Month / Year

Month / Year

| Subject  | Level | Grade | Subject  | Level | Grade |
|--|-------|-------|--|-------|-------|
|  |       |       |  |       |       |
|  |       |       |  |       |       |
|  |       |       |  |       |       |
|  |       |       |  |       |       |
|  |       |       |  |       |       |
| Level – Principal, Subsidiary, Advanced Subsidiary Result..... |       |       | Level – Principal, Subsidiary, Advanced Subsidiary Result..... |       |       |

## Other Qualifications (Post Graduate, Degree, Diploma, etc....)

| Name of Qualification | Name of Institution & Address | Class / Division (where relevant) | Year Graduated / Awarded |
|-----------------------|-------------------------------|-----------------------------------|--------------------------|
|                       |                               |                                   |                          |
|                       |                               |                                   |                          |
|                       |                               |                                   |                          |
|                       |                               |                                   |                          |
|                       |                               |                                   |                          |
|                       |                               |                                   |                          |
|                       |                               |                                   |                          |
|                       |                               |                                   |                          |
|                       |                               |                                   |                          |

## SECTION 4: EMPLOYMENT HISTORY

### DETAILS OF CURRENT EMPLOYMENT

| Date Joined | Job Title –<br>(Industry Sector) | Description of Duties | Name & Address of Employer | Present Salary / Month | Reason for Leaving | Period of Notice required by your employer |
|-------------|----------------------------------|-----------------------|----------------------------|------------------------|--------------------|--|
|             |                                  |                       |                            |                        |                    |  |

Experience and skills relevant to the post (Attach documentary evidence)

### DETAILS OF PREVIOUS EMPLOYMENT

| From<br>(dd-mm-yyyy) | To<br>(dd-mm-yyyy) | Job Title – | Name & Address of Employer<br>(Industry Sector) | Salary/Month | Reason for Leaving |
|----------------------|--------------------|-------------|---|--------------|--------------------|
|                      |                    |             |   |              |                    |
|                      |                    |             |   |              |                    |
|                      |                    |             |   |              |                    |
|                      |                    |             |   |              |                    |
|                      |                    |             |   |              |                    |

Please list down the main duties performed during your employment

## SECTION 5: SUITABILITY

When completing this section, you should refer to your skills and experiences to those required in the job description. Please continue on a separate sheet if necessary.

Please outline why you feel you are a suitable candidate for this position.

Please provide relevant working examples of how your skills, experience and qualifications match the requirements of the role.

Have you applied for any other vacancies in the last 3 months?

Yes

No

If yes, please provide details of the role/roles and when application was submitted.

Do you have any relative working at the EWF?

Yes

No

If yes, please specify Name, Department and Relationship to Applicant.

Have you been subject to any investigation / enquiry for any offence during the last 10 years?

Yes

No

If yes, indicate nature of offence and date of outcome.

Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last 10 years?

Yes

No

If yes, give details (court, charge, date of judgement and sentence – e.g. imprisonment, fine, caution or conditional discharge).

|   |     |    |
|---|-----|----|
| Have you ever resigned or retired or been dismissed from an organization or any grounds whatsoever? | Yes | No |
|---|-----|----|

If yes, give details.

## REFERENCE

Please provide name and contact details of two referees

| REFEREE No 1 |  | REFEREE No 2 |  |
|--------------|--|--------------|--|
| Name:        |  | Name:        |  |
| Occupation:  |  | Occupation:  |  |
| Address:     |  | Address:     |  |
| Phone No:    |  | Phone No:    |  |
| Email:       |  | Email:       |  |

## DECLARATION BY APPLICANT

I declare that the particulars in this application, are true to the best of my knowledge and I understand that knowingly submitting false information may lead to dismissal without payment in lieu of notice, if my application is successful.

In connection with my application for employment at the Employees' Welfare Fund (EWF), I authorize the EWF to contact my former employers or any other authority or referees to provide any information relating to me to the EWF.

I am fully aware of the provisions applicable under the Data Protection Act. The purpose of the data collection is to process the application. I consent that you see, update and process the data and keep the details given to you in a database. It is mandatory to provide data, else the EWF will not process the application.

**Applicant Signature**.....

**Date** .....

*This completed application form should be submitted to the General Manager, Employees' Welfare Fund, 6<sup>th</sup> Floor, Moorgate House, Sir William Newton Street, Port Louis 11328 before the closing date. **Application received after the closing date will not be considered.** Any incomplete application form may entail disqualification of an applicant.*

Employees' Welfare Fund, 6<sup>th</sup> Floor, Moorgate House, Sir William Newton St, Port-Louis 11328

Telephone: 208 83 53, Fax: 208 83 99

Email: [empwelfund@intnet.mu](mailto:empwelfund@intnet.mu) Website: [www.ewf.mu](http://www.ewf.mu)