

# Employment Application Form

Sindh Education Foundation



**Instructions:**

Please kindly complete the Employment Application Form, and attach your CV, with a Cover letter, specifically stating the program and the position you are applying to. Send in all this material to:

**Administration & Human Resources Department  
Sindh Education Foundation  
Plot 9, Block 7, Kehkashan,  
Clifton 5, Karachi,  
Pakistan - 75600**

Attach recent

Passport size photo

**Position Applied For:**

**Position No:**

## Personal Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Domicile (Identify Rural or Urban): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

National Identification Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Marital Status \_\_\_\_\_

Position Applied for : \_\_\_\_\_

Current Salary \_\_\_\_\_ Expected Salary \_\_\_\_\_

Have you any relative in Sindh Education Foundation? Yes :  No:

If 'Yes', give name, relationship and designation: \_\_\_\_\_

## Employment /Work Experience

Employer 1: \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Salary per month: \_\_\_\_\_

Description of duties: \_\_\_\_\_

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Reasons for leaving \_\_\_\_\_

Dates of employment  
(month/Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Have you any objections to our making inquiries with your employer? Yes :  No:

If 'Yes', Why?  
\_\_\_\_\_  
\_\_\_\_\_

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Employer 2: \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Salary per month: \_\_\_\_\_

Description of duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Reasons for leaving \_\_\_\_\_

Dates of employment  
(month/Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Have you any objections to our making inquiries with your employer? Yes :  No:

If 'Yes', Why?  
\_\_\_\_\_  
\_\_\_\_\_

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Employer 3: \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Salary per month: \_\_\_\_\_

Description of duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Reasons for leaving \_\_\_\_\_

Dates of employment  
(month/Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Have you any objections to our making inquiries with your employer? Yes :  No:

If 'Yes', Why?  
\_\_\_\_\_  
\_\_\_\_\_

Educational and Professional Qualification									
Degree	Degree Detail			Educational Institutions			Grade/Division/GPA		
S.S.C/O-Levels									
H.S.C/A-Levels									
Bachelors									
Masters									
Any Other 1.									
2.									
Language Proficiency									
Language	Reading			Writing			Speaking		
	Good	Fair	Slight	Good	Fair	Slight	Good	Fair	Slight

Business References		
Name	Organization and Position	Address, Phone and Email

Personal References		
Name	Relationship and How Long	Address, Phone and Email

Special Skills
Describe any special skills or qualifications for this work:

**Miscellaneous Information**

Have you ever been arrested, indicated or summoned in court as defendant in criminal proceedings or convicted fined or imprisoned for violation of any law? Yes :  No:

If Yes, then please state the offense:

Have you ever been discharged or forced to resign from any position? Yes :  No:

If Yes, then please give details:

What approximately starting salary will be acceptable to you for the position you have in mind?

Rs. \_\_\_\_\_ per month

If your services are required at the earliest possible time, how soon will you be available to start work after being found suitable for employment?

Immediately:

Week's Time:

Other (Please specify):

I certify that the information in this application is true to the best of my knowledge. I authorize the Sindh Education Foundation to investigate any statement in this application. I understand that this application is not an agreement or contract between the Sindh Education Foundation and me. In the event of employment, the Sindh Education Foundation may terminate the contract in case of any misleading or false information stated in the application, correspondence, discussion or interview. I understand that I am to abide by all the rules and regulations and policies of the Sindh Education Foundation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_