

Application for Employment with CTC

**Instructions**

Read the whole form carefully before starting to fill it in.

This form should be completed in ink, in candidate’s own handwriting.

Attach copies (not originals) of all testimonials and certificates. **A copy of CV and CNIC is mandatory**.

If space provided in the form for any particular information is inadequate, please attach additional sheets.

If any information is given in this form is subsequently found to be incorrect, it will be constructed as a gross misconduct, liable to be punished by instant dismissal and other disciplinary action as may be appropriate

to the nature of misstatement.

Affix a recent passport sized

Colour photograph here

(For official use only to be filled by CTC Staff)

(Position applied for)

(Expected Date of Induction Training if selected)



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| **(Personal Information)**  |
|  | (Full Name) |   |
|  | (CNIC | No:) |   |
|  | (Other Identification number if CNIC is not available ) |   |
|  | (Date of Birth (YYYY/MM/DD) |   |
|  (DOB not (Only Year available) Mentioned) | (Day, Month, Year Available) | (*Tick any One*) | (Check DOB) |   |
|  | (Father’s/Husband Name/ Name of i.e. Next Kin) |   |
|  | (Relationship with Applicant)  |   |
|  | (Marital Status) |   |
|  | (Gender) |
|  | (Tribe) |
|  | (Ethnicity) |
|  | (Language)  |
|  | (Permanent Address)  |   |
|  | (District and Union Council) |
|  | (Present Address)  |   |
| (Residence)  | (Mobile)  | (Contact Detail)  |  |
| (E-mail) | (Office) |
|  | (Last Qualification)  |  |



**(Qualification)**

(List all your academic and technical qualifications, starting with school certificate (Matriculation)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Grade/Division) | (Major Subjects) | (Certificate/ Degree Obtained) | (Institution) |  (Year) |
|  |  |  |  |  |

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| **(Present Employment)**  |
| *(Give details of your present employment. (If you are currently unemployed, give these details in respect of the last employment held by you).* |
|  | (Name of Employer) | 3.1 |
|  | (Employer’s Address)  | 3.2 |
|  | (Date of Joining)  | 3.3 |
|  | (Your Last Job Title)  | 3.4 |
|  | (Main Duties)  | 3.5 |
|  | (Name & Title of your Immediate Boss) | 3.6 |
|  | (Gross Monthly Pay) | 3.7 |

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| **(Past Work Experience)**  |
| *(List all the previous jobs held by you, starting from the earliest).*  |
| (Main duties performed by you) | (Position held by you when you left this employer) | (Employer’s Name & Address) | (From/To)(D/M/Y to D/M/Y) |
|  |  |  |  |
|  |  |  |  |
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| **(References)**  |
| *Give details of 3 references, not related to you by blood or marriage, who can vouch for your character and work experience* |
|  | (Full Name) | First Referee |  |
|  | (Full Address) |
|  | (Contact Number) |
|  | (Nature of associationwith you) |
|  | (Full Address) |  Second Referee |  |
|  | (Full Address) |
|  | (Contact Number) |
|  | (Nature of association with you) |
|  | (Full Name) | Third Referee |  |
|  | (Full Address) |
|  | (Contact Number) |
|  | (Nature of association with you) |





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| **(General Information)**  |
|  | Do you suffer from any serious ailment or disability? If so, give details. |  |
|  | Have you ever been tried or convicted for nay crime? If so, give full details. |  |
|  | Give any other information not covered by this form which in your opinion is relevant to your application |  |
|  | If an offer is made to you, how soon can you join to us? |  |
|  | What are your salary and benefits expectations? |  |

(Briefly explain why you consider yourself suitable for the position you have applied for).

**(Suitability to the Position)**

I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and beleif. I accept responsibility for any misstatement that be subsequently discovered.

  (Date) (Candidate’s Signature)