

APPLICATION FOR EMPLOYMENT STRICTLY CONFIDENTIAL

Please complete in CAPITAL LETTERS in black or blue ink.

Application should be supported with relevant copies of qualifications and evidence of experience.

Please first refer to the Guidance Notes on the back of this form, to assist you in completing the form correctly.

Job Applied for IOAM Reference

Personal Details

Surname Title *(Please circle)* Mr/Mrs/Miss

Forename(s) Male Female

Date of Birth: (Day) (Month) (Year)

Home Address

Contact Address

Tel:

Tel:

Fax:

Fax:

E-mail:

E-mail:

Education and Training

	Schools/College/University	From	To	Qualifications Achieved
1	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>
2	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>
3	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>
4	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>

Membership of Professional Bodies

Professional Body	Membership Status	Year Awarded
1 <input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>

Other Training or Professional Development

Training Organisation	Details of Course	Date
1 <input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>

Employment History

Present Employer (or last employer, if not currently employed)

Name and address of Employer

Job Title Salary and Benefits

Date of Appointment Date Left

Reason for Leaving

Please give a brief description of your major duties and responsibilities

Previous Employment

1. Name and address of Employer

Job Title Nature of Business

Date of Appointment Date Left

Reason for Leaving

2. Name and address of Employer

Job Title Nature of Business

Date of Appointment Date Left

Reason for Leaving

Guidance Notes for Applicants

These notes are intended to help you complete the Application Form. You should read them carefully as the decision to short-list for interview is based solely on information provided in the application.

- Missing information or incomplete applications are likely to result in the application being discarded.
- When completing your application, please ensure that you give priority to education and qualifications that are relevant to the job requirements.
- Only candidates with the required profile will be considered.
- Submit photocopies of all your qualifications along with evidence of work experience.
- Please be sure to sign the Form before sending it to us.
- Envelopes should be clearly marked with the job reference(s) of the position(s) applied for.
- Giving any false information in your Application Form will make your application unacceptable, or, if appointed, may lead to dismissal.
- Please enclose a passport sized photograph.

We wish to thank you for the interest shown in our organisation. Should you not hear from us within 3 months from the closing date, please consider that your application may not have been successful this time. However, we wish you well in your career.

Application should reach the HR Manager of IOAM Ltd

**Indian Ocean Asset Management Ltd
7th Floor, Wing B,
Cyber Tower,
Ebene
Mauritius**

Email: hr@ioamltd.com

For Office Use Only

Tick as appropriate

Postgraduate degree certificates

Undergraduate degree certificates

A-Level certificates

School Certificate

Other vocational and professional examinations