



VACANCY APPLICATION FORM

This information will not be the only basis for hiring decisions. You are not required to furnish any information that is prohibited by law.

DETAILS OF APPLICANT

Surname		First name	
Position applied for		Date of Application	
Nationality	ID Number	Date of Birth	
Home address	City	Area code + telephone no	
Business address	City	Area code + telephone no	
E-mail	Cell No.	Earnings expected as annual CtC N\$	
Income Tax Number		Social Security Number	
Do you have the legal right to work for LCE in Namibia?	Yes (on what basis)		No
Have you ever been convicted of a crime (other than a minor traffic offence)?	Yes (explain)		No

PROFESSIONAL REGISTRATION AND MEMBERSHIP

Professional Registration		
Engineering Council of Namibia	Registration Status	Registration No.
Other Body	Registration Status	Registration No.
Other Body	Registration Status	Registration No.
Membership of Professional Associations/Societies		
Name of Body	Membership Status	Membership No.
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Name of Body	Membership Status	Membership No.



WORKING EXPERIENCE

Please list in reverse chronological order. Reproduce additional copies of this page as required.

Firm	Type of Business	
Business address/Country	Workstation	
Position held / job title	Employed from	Employed to
Core duties & responsibilities	Name & title of immediate supervisor	
What did you like most about your job and working environment?	Remuneration Information	Monthly basic salary N\$
What did you least enjoy?		Bonus/other allowances N\$
Reasons for leaving or desiring to change?		Other benefits/ allowances
		Total Annual Remuneration N\$

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What did you least enjoy?		Bonus/other allowances N\$
Reasons for leaving or desiring to change?		Other benefits/ allowances
		Total Annual Remuneration N\$

Indicate which employers you do not wish to be contacted:



POST-GRADUATE TRAINING

Date of certification	Dates of attendance	Certification/Course/ Training	Institution
Date of certification	Dates of attendance	Certification/Course/ Training	Institution
Date of certification	Dates of attendance	Certification/Course/ Training	Institution
Date of certification	Dates of attendance	Certification/Course/ Training	Institution

TERTIARY EDUCATION

Qualification Obtained	Institution	Date obtained	Dates of attendance
How was your education financed?		Part-time and vacation work/job attachments	
Which course(s) did you like most and why?		Which course(s) did you like least and why?	

SECONDARY EDUCATION

Name of School	City	Highest Grade Completed	Year
Subjects	Final grade	Extracurricular activities	
		Offices held, honours/awards, other	



OTHER ACTIVITIES & INFORMATION

Publications, professional licenses, honours, awards or other			
Other interests and activities			
What do you consider to be your strong points which would help you succeed in the position applied for?			
What do you consider to be your weak points and areas needing improvement?			
Why do you wish to work for LCE?			
Are you willing to travel to projects outside of Windhoek from time to time?		Yes	No
If yes, no. of nights per trip acceptable?		If yes, no. of nights in any one month acceptable?	

CONTACTABLE REFERENCES

Please provide the details of contactable references.

Name of Reference	Name of Reference
Current Employer	Current Employer
Current Position	Current Position
Email address	Email address
Telephone / Cell No.	Telephone / Cell No.



CERTIFICATION

I certify that answers given in this Vacancy Application Form are true, accurate and complete to the best of my knowledge.

I authorise investigation into all statements I have made on this Vacancy Application Form as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in this Vacancy Application Form or in any subsequent interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of Lund Consulting Engineers CC and any special agreements reached between myself and Lund Consulting Engineers CC.

Full names of applicant: _____

Signature of applicant: _____

Date: _____