

Job Application Form

For Office Use only			
Qualified:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(Reason:.....)
First Interview:	Date:	Time:	Status:
Second Interview:	Date:	Time:	Status:
Remarks:			

1. Job Details	
a. Position sought:	
b. Department/Unit:	
c. Announcement No.:	

Applicants
Passport size
Photo

2. Applicant's Details	
a. Full Name:	
b. Permanent Address:	g. Date of Birth:
c. Current Address:	h. Age:
d. ID Card Number:	i. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
e. E-mail Address:	j. Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/>
f. Mobile Number:	k. No. of Children:

3. Educational Qualification					
G.C.E Ordinary Level and S.S.C Results			G.C.E. Advanced Level and H.S.C Results		
Subject	Grade	Year	Subject	Grade	Year

Higher Educational Qualification and Training				
Programme	Level	From	To	Institute / Country

Additional Training

Programme	Institute / Country	Duration	Participated Year

4. Employment History

Designation	Office	From	To	Salary	Reason for leaving

5. Service Bond Record

Reason for Bond	Bond Duration	Service Began Date	Bond completion Date	Current State

6. Applicant's Declaration

- a. I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application. Furthermore, I accept that MIRA reserves the right to reverse any decision made based on the information provided in this application.
- b. Should I get selected for this post, I agree to serve MIRA for a minimum of years.
- c. Should I get selected for this post, I also agree not to sit for an ACCA examination within the first 6 (six) months of my appointment nor to study for another academic qualification/ exam, within 1 (one) year of my appointment.

Applicant's Signature:

Date:

Documents to submit: (Check if the following documents have been included)

- 1. Copy of GCE O' level and A' level Results
- 2. Accredited copy of Bachelor / Master Degree certificate
- 3. Copy of the transcripts of Bachelor / Master Degree
- 4. Curriculum Vitae (CV)
- 5. Copy of National ID Card
- 6. Document that states the duration of work experience
- 7. Recommendation letter from Supervisor/ Employer (Optional)