



**A. POSITION APPLIED FOR**

**B. GENERAL DETAILS**

1. Family Name			2. First Name			3. Middle Name			4. Maiden Name, if any		
5. Date of Birth			6. City of Birth			7. Country of Birth			8. Country of Current Nationality		9. Secondary Nationality ( if any)
Day	Month	Year									
10. Gender			11. Marital Status			12. Title					
Male		Female	Single	Married	Other-Specify	Mr.		Mrs.		Ms	Dr
13. Contact Details											
P.O Box/Private Bag			Residential Address			Mailing Address			Business /Current employment Address		
City											
Country											
Telephone											
Fax No. (if any)											
Mobile Phone											
Email address											

**C. RELATIONS**

14. Are any of your relatives employed at SADC or any of SADC Institutions **(Yes)/ (No)**

15. If you answered Yes, list any of relatives employed by SADC or SADC Institutions.

Relative Name	Relationship	SADC Institution

16. List any dependents that you have.

Dependent's Name	Relationship	Date of Birth	Gender	Country of Birth	Nationality

## D. EDUCATION HISTORY

17. List all University Degrees, Diplomas or Professional qualifications starting with the latest.

Name of University/College or and Mailing address	From MM/YY	To MM/YY	Degree(s)/Diploma (s) Received
Main Field(s) of Study			
Telephone (Including Country Code)			Email Address
Facsimile (Including Country Code)			
Name of University/College and mailing address	From MM/YY	To MM/YY	Degree(s)/Diploma(s)Received
Main Field(s) of Study			
Telephone (Including Country Code)			E mail Address
Facsimile (Including Country Code)			
Name of University/College and Mailing address	From MM/YY	To MM/YY	Degree(s) /Diploma(s) Received
Main Field(s) of Study			
Telephone (including country code)			E Mail Address
Facsimile (including country code)			

## E. EDUCATION HISTORY PART 2

(to be completed by applicants without Formal Tertiary Education)

Secondary/Tertiary/Apprenticeship Name and Mailing address	From MM/YY	To MM/YY	Certificate (s)) Received
Main Field (s) of Study			
Telephone (including country code)			E Mail Address
Facsimile (including country code)			

## F. EMPLOYMENT HISTORY

18. List in reverse order starting with your current or most recent position and the last two (2) jobs.

### Current / Most Recent Position

Title of Position

Period in that position

Location

From

To

Full name, title of position and contact details of current / most recent contact to confirm employment.

Name and Address of Employer

Contact Telephone Number

Contact Fax Number

Email Address

Number of employees supervised by you

Type of employees you supervised (Technical, Professional, Administrative or Other)

Summarize main duties and responsibilities

Summarize your achievements if any.

State reason for leaving

## EMPLOYMENT HISTORY CONTD.

Period in that position

Location

From

To

Full name, title of position and contact details of individuals to be contacted for confirmation of employment

Name and Address of Employer

Contact Telephone Number

Contact Fax Number ( )

Email Address

None	Type of employees you supervised (Technical, Professional, Administrative or Other)
Summarize main duties and responsibilities	
Summarize your achievements, if any.	
State reason for leaving	

<b>EMPLOYMENT HISTORY CONTD.</b>									
Title of Position									
Period in that position						Location (City and Country)			
From		To				Full name, title of position and contact details of individuals to be contacted for confirmation of employment			
Name and Address of Employer									
Contact Telephone Number ( )									
Contact Fax Number ( )									
Email Address									
Number of employees supervised by you			Type of employees you supervised (Technical, Professional, Administrative or Other)						
Summarize main duties and responsibilities									
Summarize your achievements, if any.									
State reason for leaving									

<b>G. LANGUAGES AND PROFICIENCY</b>									
19. SADC uses three official languages ( Portuguese, French and English) State languages that you know starting with your mother tongue (please tick )									
Language	Proficiency								
	Reading			Writing			Speaking		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

<b>H. PROFESSIONAL MEMBERSHIP</b>									
20. List professional institutions you have membership with.									


<b>I. COMPUTER SKILLS</b>
21. List computer systems and application software which you are familiar with.

<b>I. REFEREES</b>																
22. List at least three persons not related to you whom SADC may contact immediately, who have known you for at least two years and are familiar with your character and competencies. Do not list supervisors named in section E.																
<table border="1"> <thead> <tr> <th>Full Name of Referee</th> <th>Contact Address</th> <th>Telephone, Facsimile and Email Address</th> <th>Business Occupation</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Full Name of Referee	Contact Address	Telephone, Facsimile and Email Address	Business Occupation												
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<b>K. HOBBIES</b>
23. Please list your hobbies below:

<b>DECLARATION BY APPLICANT</b>		
I certify that the information contained herein is true and correct to the best of my knowledge, and I authorize the SADC Secretariat to make any enquires they deem necessary to ascertain my suitability for employment with the Secretariat. I understand that any false answers or withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for immediate termination of appointment if an appointment has already been made.		
<table border="1"> <tr> <td>Signature</td> <td>Date</td> </tr> </table>	Signature	Date
Signature	Date	