

**Habesha Breweries S.C**

**Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** |  | **Date** |  |
| **First/Given Names** |  | **Surname/Family name** |  |
| **Preferred (Selected) Location**  |  |

**Statement of Interest**

Please refer to the requirement of this post from the role profile in the advert and write a letter explaining why you are the best candidate for this job by describing your experience, skills, knowledge and qualities make you suitable for appointment in **bulleted points and only two paragraphs**

Short listing is based only on the information you provide and on your ability to meet the selection criteria described in the person specification for this post.

**Qualifications / Training**

Schools, Colleges, University etc.: **Mention only three relevant qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Qualification/results** | **Institution** | **From (Month and year)** | **To (Month and Year)** |
| 1. |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |

Other relevant training / qualifications: **Mention only three relevant courses/trainings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Course** | **From** | **To** | **Details** |
| 1. |  |  |  |  |
| 2.  |  |  |  |  |
|  |  |  |  |  |

**Employment History**

In chronological order starting from your present or most recent employer first**(Mention only three of your latest employment history)**

|  |  |
| --- | --- |
| 1. **Name and address of employer**
 |  |
| **Dates employed**  | **From (Month and Year)** |  | **To** **(Month and year)** |  |
| **Job Title** |  | **Work Location** |  |
| **Three (3 )Key achievements only :**  |  |
| **Current / most recent salary (per month gross**) |  | **Reason for leaving** |  |
| **Notice Required** |  |

|  |  |
| --- | --- |
| **2) Name and address of employer** |  |
| **Dates employed**  | **From (Month and Year)** |  | **To** **(Month and year)** |  |
| **Job Title** |  | **Work Location** |  |
| **Three (3 )Key achievements only**  |  |
| **Current / most recent salary (per month gross**) |  | **Reason for leaving** |  |
| **3) Name and address of employer** |  |
| **Dates employed**  | **From (Month and Year)** |  | **To** **(Month and year)** |  |
| **Job Title** |  | **Work Location** |  |
| **Three (3 )Key achievements only**  |  |
| **Current / most recent salary (per month gross**) |  | **Reason for leaving** |  |

**Personal data**

|  |  |  |  |
| --- | --- | --- | --- |
| **First/Given Names** |  | **Surname/Family name** |  |
| **Title (Ms/Miss/Mrs/Mr/Other) Please specify** |  |
| **Full Address** |  |
| **Telephone no)** | **Home** |  | **Mobile** |  |
| **Personal Email**  |  |
| **Please give dates of when you are unable to attend interview. We cannot undertake to avoid these dates but will try to do so.**  |  |
| **Please tell us below what arrangements, if any, would be needed if you are invited to interview.** |  |

**Referees** (one should be your current line manager)

Please note that any job offer is subject to two satisfactory references by your line managers in your two most recent employments. As part of our selection process we may seek references please advise us if you do not want us to contact referees at this stage.

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| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Job Title** |  |  |
| **Relationship to you**  |  |  |
| **Full Address** |  |  |
| **Email address** |  |  |
| **Tel no. (include country and are codes)** |  |  |
| **Can we contact?** |  |  |

**Data Protection**

Any data about you will be held confidentially and will only be used for recruitment to the post below, and for employment monitoring purposes, though this data will be kept anonymous. If you are unsuccessful, your application will be destroyed after 1 month and if you are successful, the relevant information will be kept as part of your employee file.

**Declaration**

I confirm that to the best of my knowledge all the information set out in this application are true and complete. I understand that any fabrication may lead to disqualification from the selection process or dismissal if appointed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date:** |  |

Please note that if you are returning this form electronically and unsigned you will still be bound by the declaration when we receive your application electronically.

**Equal opportunities monitoring form**

Please complete and forward this section of the pack with your application. It will be separated from the rest of your application on receipt and will not be used for short listing

Where did you see this vacancy advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sex** □ Male □ Female

**Date of birth \_\_\_\_ Month \_\_\_\_Date \_\_\_\_and Year\_\_\_\_\_** **Age** \_\_\_\_\_\_\_\_

**Disability** Are you a person living with disability? □ Yes □ No