



# NAC VACANCY APPLICATION FORM

**INSTRUCTION:** Applicants must complete **ALL** sections.

<b>POSITION APPLIED FOR</b>	
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PERSONAL DETAILS			
Title	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Miss. <input type="checkbox"/>
Name, Age and Identity	First Name	Middle Name(S)	Surname
	Date of Birth	Age	Identity number
	Employment status	Current employment status	Current Salary
Drivers Licence	Licence (specify class)	Licence Number	Year of Issue.
Contact Details	Mobile Number	Email	Any other contact details
	Physical Address		

CONFIDENTIAL INFORMATION	Y/N
<i>(This information is strictly confidential and will not be disclosed to any person without your consent)</i>	
Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?	

<b>TERTIARY EDUCATION</b> (relevant to the position applied and in order of highest qualification.) (Applicants must attach certified copies of all details provided below)			
AWARDING INSTITUTION	QUALIFICATION	CLASS	YEAR COMPLETED

<b>SCHOOL/OTHER TRAINING EDUCATION</b> (relevant to the position applied and in order of highest qualification.) (Applicants must attach certified copies of all details provided below)			
AWARDING INSTITUTION	QUALIFICATION (i.e. A/O-Level)	SUBJECTS PASSED	YEAR COMPLETED

<b>ORDINARY LEVEL: ENGLISH</b>	
Do you have a grade C or better in your O-Level examinations?	
<b>YES:</b>	<b>NO:</b>

<b>OTHER RELEVANT TRAININGS / ACCREDITATIONS.</b> (relevant to the position applied for and excluding certificates of attendance) (Applicants must attach certified copies of all details provided below)		
PROGRAMME / INSTITUTION	INSTITUTION	YEAR

<b>CONTINUING STUDIES</b>	
Are you currently pursuing further studies? (If yes, please provide details)	Current level

<b>COMPUTER LITERACY</b>		
What software's or applications can you utilise? (specify any professional packages if applicable)		
SOFTWARE / PACKAGE	PROFICIENCY LEVEL: Basic: satisfactory: Proficient	CERTIFICATION: Y/N (If yes, attach certified copies)

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**EMPLOYMENT BACKGROUND** (*Start with latest employment*)

No	EMPLOYER	POSITION	FROM	TO	TOTAL PERIOD	REASON FOR LEAVING
1.						
2.						
3.						
4.						
5.						

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**RELEVANT WORK EXPERIENCE**

*Based on the scope of work to be performed for the role you have applied for, state your relevant work experience.*


NAME AND ADDRESS OF 3 WORK RELATED REFEREES (Must someone who you reported to and must not be related to the applicant)			
	REFEREE 1	REFEREE 2	REFEREE 3
Name			
Position and Organization			
Capacity in which referee is known to applicant			
Immediate Phone Contact			
Email address			

CANDIDATE DECLARATION	
<p>I _____ declare that the information provided in this Form is true and correct. I understand that providing inaccurate, misleading, untrue statements or knowingly withholding information may result in my automatic disqualification. I understand that submitting this application does not imply that I shall be considered for shortlisting nor given an offer of employment. I authorize NAC to make any enquiries considered necessary to verify the information provided by me in this application form.</p>	
<p>..... Signature</p>	<p>..... Date (dd/mm/yy)</p>

**FURTHER INSTRUCTIONS**

Applicants must submit by **email** to the following address-[recruitment@nac.org.zw](mailto:recruitment@nac.org.zw). The documents to be attached are indicated below;

- i) Fully Completed NAC Vacancy Application Form
  - ii) Detailed CV
  - iii) Certified Copies of Birth certificate, ID, Academic Certificates and Drivers licence (if applicable) (NB: there should be only 3 attachments on the email)
- Subject of the email should be 'Vacancy: - **Specifying Position Applied for as advertised**'.
  - Applications must be emailed **on or before** the stated closing date.
  - Applications that do not comply with **any one** of the stated requirements shall be automatically disqualified

Only short listed candidates will be contacted.

NAME OF CANDIDATE <i>(please complete this section)</i>	
POSITION APPLIED FOR <i>(Please complete this section)</i>	

**FOR OFFICIAL USE ONLY**

	Email attachments Checklist	Yes	No	MQ	AQ	RE	CL	T
1.	Fully Completed NAC Vacancy Application Form							
2.	Detailed CV							
3.	Certified Copies of Birth certificate, ID, Academic Certificates and Drivers licence (if applicable).							
4.	Overall Comments							