



NAC VACANCY APPLICATION FORM

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

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

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)?	N
<input type="text"/>	<input type="text"/>

TERTIARY EDUCATION (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

SCHOOL/OTHER TRAINING EDUCATION (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

ORDINARY LEVEL: ENGLISH	
Do you have a grade C or better in your O-Level examinations?	
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO:

OTHER RELEVANT TRAININGS / ACCREDITATIONS. (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

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

COMPUTER LITERACY		
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)

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

CANDIDATE DECLARATION

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.

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Signature

.....
Date (dd/mm/yy)

FURTHER INSTRUCTIONS

Applicants must submit by **email to the following address-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							

