 **NAC VACANCY APPLICATION FORM**

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

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| **POSITION APPLIED FOR** |   |

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| **PERSONAL DETAILS**  |
| Title  |  |  |  |  |
| Mr.  |  |  | Mrs.  |  |  | Miss.  |  |  | Ms.  |  |  |
|  Name, Age and Identity  | First Name  | Middle Name(S)  | Surname  |
|  |  |  |
|  | Date of Birth  | Age  | Identity number  |
|  |  |  |  |
| Employment status | Current employment status | Current Salary  |  Expected salary  |
|  |  |  |
| Drivers Licence  | Licence *(specify class)* | Licence Number  | Year of Issue. |
|  - |  |  |
| Contact Details  | Mobile Number | Email  | Any other contact details |
|  |  |  |
| Physical Address  |   |
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| **CONFIDENTIAL INFORMATION** *(This information is strictly confidential and will not be disclosed to any person without your consent)* | **Y/N** |
| Have your 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 |
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| **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**  |
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| **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**  |
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| **ORDINARY LEVEL: ENGLISH**  |
| Do you have a grade C or better in your O-Level examinations? |
| * **YES**
 | **NO:** |

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| **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**  |
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| **CONTINUING STUDIES**  |
| Are you currently pursuing further studies? *(If yes, please provide details)* | Current level  |
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| **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)* |
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| **EMPLOYMENT BACKGROUND***(Start with latest employment)*  |  |
| No  | EMPLOYER | POSITION  | FROM  | TO  | TOTAL PERIOD | REASON FOR LEAVING |
|  |  |  |  |  |  |  |
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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.*  |
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| **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**  |
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| **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. ……… ……………………………… …………………………………… 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;

1. Fully Completed NAC Vacancy Application Form
2. Detailed CV
3. 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.

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| NAME OF CANDIDATE *(please complete this section)* |  |
| POSITION APPLIED FOR *(Please complete this section)* |  |

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

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