 **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 | | | | |
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| Drivers Licence | Licence *(specify class)* | | | | Licence Number | | | | | Year of Issue. | | | | |
| - | | | |  | | | | |  | | | | |
| Contact Details | Mobile Number | | | | Email | | | | | Any other contact details | | | | |
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| 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](mailto: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 |  | | | | | | |

**FOR OFFICIAL USE ONLY**