

# LESOTHO HIGHLANDS DEVELOPMENT AUTHORITY



## EMPLOYMENT APPLICATION FORM

Sheet 1 of 3

<p><b>NOTE: Read all items carefully and respond accordingly.</b>                  Complete all sections using your own handwriting and using a pen with <b>BLACK</b> ink. Do not type.                  Attach relevant documents as requested in the specific sections.                  Add a separate sheet with additional information if insufficient space is available</p>	<p>Attach a recent passport size photograph</p> <p>(If available)</p>
<p><b>POSITION APPLIED FOR:</b> _____</p>	<p><b>DATE:</b> _____</p>

<b>PERSONAL DETAILS</b>	
<p><b>Surname:</b> _____</p> <p><b>Postal Address:</b> _____</p> <p>_____</p> <p>_____</p> <p><b>Residential Address:</b> _____</p> <p>_____</p> <p>_____</p> <p><b>Telephone:</b> _____ <b>(Home)</b></p>	<p><b>First Names:</b> _____</p> <p><b>Date of Birth:</b> _____</p> <p><b>Place of Birth:</b> _____</p> <p><b>Sex:</b> _____</p> <p><b>Marital Status:</b> _____</p> <p><b>No of Children:</b> _____</p> <p><b>Nationality:</b> _____</p> <p><b>Telephone:</b> _____ <b>(Work)</b></p>

**EDUCATION TRAINING AND PROFESSIONAL DEVELOPMENT**

**Education:** Attach certificates and transcripts where available

Level	Institution/College/School	From	To	Qualifications/Certificates Obtained
Primary				
Secondary				
College				
University				
Post Graduate				
Other				

**Training and Short Courses:** Attach copies of certificates

Course Title	Institution/Organisation	From	To	Type of Certificate

**Professional Qualifications & Affiliations:** Attach copies of certificates

Institution/Organisation	Date Qualified	Qualification/Status

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**WORK EXPERIENCE**

*Please describe details of positions held since leaving school/university  
Begin with your most recent employment and work backwards  
Use as many lines as you require and attach an additional page if necessary  
Attach a full Curriculum Vitae or a sheet covering the rest of employment history*

**1. Present Job**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Employer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Held:** \_\_\_\_\_  
**Present Salary:** \_\_\_\_\_  
**Benefits (Car, Housing, Pension, etc.):** \_\_\_\_\_

**Principal Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**2. Previous Position**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Employer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Held:** \_\_\_\_\_  
**Present Salary:** \_\_\_\_\_  
**Benefits (Car, Housing, Pension, etc.):** \_\_\_\_\_

**Principal Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**3. Previous Position**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Employer:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Held:** \_\_\_\_\_  
**Present Salary:** \_\_\_\_\_  
**Benefits (Car, Housing, Pension, etc.):** \_\_\_\_\_

**Principal Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EMPLOYMENT APPLICATION FORM**

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<b>CAREER DEVELOPMENT</b>	<i>Please outline your past career development aims and future ambitions</i>
<hr/> <hr/> <hr/>	

<b>ACHIEVEMENTS</b>	<i>Describe your most significant achievements in your career to date</i>
<hr/> <hr/> <hr/>	

<b>NAMES OF REFERENCES</b>		<i>Please supply names of two referees whom we may Contact</i>
<b>Name:</b> _____ <b>Address:</b> _____ _____ <b>Telephone:</b> (W) _____ (H) _____ <b>Employer:</b> _____	<b>Name:</b> _____ <b>Address:</b> _____ _____ <b>Telephone:</b> (W) _____ (H) _____ <b>Employer:</b> _____	

<b>SECURITY HISTORY</b>	<i>Have you ever been convicted of any offence (excluding minor traffic violations), discharged or force to resign from any position?</i>
<b>YES/NO</b>	<i>If yes please provide details</i>

<b>DEPENDENTS</b>			<b>NEXT OF KIN</b>	
<b>Name</b>	<b>Date of Birth</b>	<b>Relationship</b>	<b>Name:</b> _____	
			<b>Address:</b> _____	
			_____	
			<b>Telephone:</b> (W) _____ (H) _____	

<b>PROVISION OF DOCUMENTS</b>	<i>Please attach copies of the following documents:</i>
	- Birth Certificate or Passport
	- Current Driving License

**(Please read and sign this form in the space provided below. Your written authorisation is necessary for completion of the application process.)**

**I, \_\_\_\_\_, hereby authorize the LHDA to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the LHDA may utilise an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by any such entities of the LHDA's choice.**

I certify that the statements made by me in answer to the foregoing questions are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or withholding of any relevant information may provide grounds for withdrawal of any offer of appointment or for immediate dismissal as per the LHDA Human Resources Policies, if an appointment has been taken up for misconduct.

**Signature** : ..... **Date** : .....

<b>FORM RETURN</b>
<i>Please return this employment Application Form to the Human Resources Branch, Lesotho Highlands Development Authority, P. O. Box 7332, MASERU 100, Lesotho.</i>