

# LESOTHO HIGHLANDS DEVELOPMENT AUTHORITY



## EMPLOYMENT APPLICATION FORM

Sheet 1 of 3

<p><b>NOTE:</b> <i>Read all items in italics carefully and respond accordingly.</i></p> <p><i>Complete all sections using your own handwriting and using a pen with BLACK ink. Do not type.</i></p> <p><i>Attach relevant documents as requested in the specific sections.</i></p> <p><i>Add a separate sheet with additional information if insufficient space is available</i></p>	<p><i>Attach a recent passport size photograph</i></p> <p><i>(If available)</i></p>
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<b>POSITION APPLIED FOR:</b> _____	<b>DATE:</b> _____
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<b>PERSONAL DETAILS</b>	
<b>Surname:</b> _____ <b>Postal Address:</b> _____ _____ _____ <b>Residential Address:</b> _____ _____ _____ <b>Telephone:</b> _____ <b>(Home)</b>	<b>First Names:</b> _____ <b>Date of Birth:</b> _____ <b>Place of Birth:</b> _____ <b>Sex:</b> _____ <b>Marital Status:</b> _____ <b>No of Children:</b> _____ <b>Nationality:</b> _____ <b>Telephone:</b> _____ <b>(Work)</b>

### 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:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

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

**Present Salary:** \_\_\_\_\_

**Benefits (Car, Housing, Pension, etc.):** \_\_\_\_\_  
\_\_\_\_\_

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

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

**2. Previous Position**

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

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

**Position Held:** \_\_\_\_\_

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

**Present Salary:** \_\_\_\_\_

**Benefits (Car, Housing, Pension, etc.):** \_\_\_\_\_  
\_\_\_\_\_

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

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

**3. Previous Position**

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

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

**Position Held:** \_\_\_\_\_

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

**Present Salary:** \_\_\_\_\_

**Benefits (Car, Housing, Pension, etc.):** \_\_\_\_\_  
\_\_\_\_\_

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

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<b>CARRER DEVELOPMENT</b> <i>Please outline your past career development aims and future ambitions</i>																
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<b>ACHIEVEMENTS</b> <i>Describe your most significant achievements in your career to date</i>																
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<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: (W)</b> _____ <b>(H)</b> _____ <b>Employer:</b> _____	<b>Name:</b> _____ <b>Address:</b> _____ _____ <b>Telephone: (W)</b> _____ <b>(H)</b> _____ <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> <b>If yes, please provide details</b> _____ _____																
<b>DEPENDENTS</b>	<b>NEXT OF KIN</b>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Date of Birth</th> <th style="width: 25%;">Relationship</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Date of Birth	Relationship													<b>Name:</b> _____ <b>Address:</b> _____ _____ <b>Telephone: (W)</b> _____ <b>(H)</b> _____
Name	Date of Birth	Relationship														
<b>PROVISION OF DOCUMENTS</b> <i>Please attach copies of the following documents:</i>																
<ul style="list-style-type: none"> <li>- Birth Certificate or Passport</li> <li>- Current Driving License</li> </ul>																
<b>VERIFICATION AND SIGNATURE</b>																
<p style="text-align: center;"><b>I certify that the statements made by me in answer to the foregoing questions are true, complete, and correct to the best of 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 if an appointment has been taken up as per the LHDA Personnel Regulations for misconduct.</b></p>																
<b>Signature:</b> _____	<b>Date:</b> _____															
<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>																