

JOB APPLICATION FORM

SECTION 1: POST DETAILS

Position:	
Job posting date:	
Job requisition No:	

SECTION 2: PERSONAL INFORMATION

Name:	
Contact number:	
Email:	

SECTION 3: EDUCATION

(Please list the educational qualification necessary for the job announcement first and list any higher education qualification obtained therefore in ascending order.)

Qualification	University	Country	Year

(NOTE: Candidates are required to submit copies of their educational certificate required for the job announcement. If educational certificate is not available, course completion letter from University/ College/ Education Institute or transcript can be submitted instead)

SECTION 4: WORK EXPERIENCE

(NOTE: Candidates are not required to submit employment letters with the job application. TM will contact short-listed candidates if additional documentations or references are required).

4.1 CURRENT POSITION (If currently unemployed, please leave this section blank)

Position/ Designation:	
Organization:	
Start date (DD/MM/YY):	
Brief description of roles and responsibilities (max 250 words):	
Notice period to give to your current employer (if selected for the position):	

4.2 PREVIOUS EMPLOYMENT DETAILS

(Please list employment details in ascending order.)

Position/ Designation:	
Organization:	
Start date (DD/MM/YY):	
End date (DD/MM/YY):	
Brief description of roles and responsibilities (max 250 words):	
Reason for leaving:	

Position/ Designation:	
Organization:	
Start date (DD/MM/YY):	
End date (DD/MM/YY):	
Brief description of roles and responsibilities (max 250 words):	
Reason for leaving:	

Position/ Designation:	
Organization:	
Start date (DD/MM/YY):	
End date (DD/MM/YY):	
Brief description of roles and responsibilities (max 250 words):	
Reason for leaving:	

(NOTE: If additional employment details need to be included, please annex a separate page to this application and attach previous employment details in the table format listed above)

SECTION 5: REFREES

Please provide 2 referees who are familiar with your previous work areas.

(NOTE: Candidates are not required to submit reference letters or letters from referees. TM will contact short-listed candidates if additional documentation is required. If professional referees are not available, you may list academic referees instead. Applicants applying for job announcements which does not require prior work experience do not have to complete this section).

Referee 1

Name:	
Position:	
Organization:	
Relationship to you:	
Email:	
Contact number:	

Referee 2

Name:	
Position:	
Organization:	
Relationship to you:	
Email:	
Contact number:	

SECTION 6: PERSONAL STATEMENT

Please state briefly your reasons for applying to this job, what you hope to achieve and contribute to TM? (Max 500 words)

SECTION 7: ADDITIONAL DETAILS

(NOTE: To be completed by foreign nationals only)

6.7.1 Do you have the right to work and reside in the Maldives? Yes / No

6.7.2 If your work / residence permit is not permanent, when does it expire?

SECTION 8: DECLARATION

I declare that all information provided in this application form is true and accurate. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application, denial of employment or dismissal in the event of employment.

I further declare that I have no conflict/ perceived conflict of interest in undertaking employment at TM and if such an event arise, I will disclose it promptly to TM management and abstain myself.

Name:

Date (DD/MM/YY):

Sign:

CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

- Completed job application form
- Curriculum Vitae
- Copies educational certificates stated in the job announcement (if education certificate is not available, course completion can be submitted instead)

NOTES:

1. Only PDF files will be accepted with this application. Documents emailed in formats other than PDF (jnp, png, word) will not be accepted and such applications will be disqualified.
2. All application and supporting documents listed in the checklist should be emailed to jobs@transparency.mv before the stipulated deadline in the job announcement.
3. Please ensure that all documents listed in the job announcement are submitted together with the completed application form. Partial application forms and documents will not be accepted.
4. Only short-listed candidates will be contacted for interviews. Candidates will be shortlisted for interview based on their qualifications, experience and motivation for applying and the extent to which they meet the competencies required for the role stated in the job announcement.
5. Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We ask applicants to refrain from including in their application information relating to the above as well as from attaching photos. We also ask applicants not to submit national ID card copies, passport copies or copies of educational certificates not listed in the job announcement.