



# EMPLOYMENT APPLICATION FORM

Title of Position	
Reference Number	
Attachments Provided	<input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume <input type="checkbox"/> Diplomas/Certificates <input type="checkbox"/> Letters of Reference
Contract (min. 2 years)	<input type="checkbox"/> Full (26+ hr/wk) or <input type="checkbox"/> Part-Time
Temporary Appointment (up to 1 year)	<input type="checkbox"/> Full (26+ hr/wk) or <input type="checkbox"/> Part-Time
Where did you see this job post?	

Name <i>(last name, first name &amp; initial)</i>	
Address <i>(PO Box/Street, City, Country)</i>	
Phone	Home <span style="margin-left: 150px;">Cell</span>
E-mail	

Highest Level Attained	<input type="checkbox"/> High School <input type="checkbox"/> College Diploma <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> PhD
Major Field of Study	
Other Certification Attained	

Employer	
Location (city/country)	
Position Title	
Dates of Employment	from <span style="margin-left: 100px;">to</span>
Responsibilities/Accomplishments	

Employer	
Location (city/country)	
Position Title	
Dates of Employment	from <span style="margin-left: 100px;">to</span>
Responsibilities/Accomplishments	

Employer	
Location (city/country)	
Position Title	
Dates of Employment	from <span style="margin-left: 100px;">to</span>
Responsibilities/Accomplishments	

--	--

<b>Operating Systems</b>	<input type="checkbox"/> Windows <input type="checkbox"/> Mac OS <input type="checkbox"/> Ubuntu Linux <input type="checkbox"/> Other (Linux/Unix)
<b>Microsoft Applications</b>	<input type="checkbox"/> MS Office Version → <input type="checkbox"/> 2003 <input type="checkbox"/> 2007 <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Microsoft Office Certified (list certificates below) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>Databases</b>	<input type="checkbox"/> Datatel <input type="checkbox"/> Eden-OA <input type="checkbox"/> Oracle <input type="checkbox"/> PostgreSQL <input type="checkbox"/> MySQL <input type="checkbox"/> Other
<b>Web Management</b>	<input type="checkbox"/> Expression Web 2/FrontPage <input type="checkbox"/> Dreamweaver <input type="checkbox"/> HTML <input type="checkbox"/> CSS <input type="checkbox"/> JavaScript <input type="checkbox"/> AJAX _____ <input type="checkbox"/> Other _____
<b>Graphics Software</b>	<input type="checkbox"/> Adobe Photoshop <input type="checkbox"/> Adobe Fireworks <input type="checkbox"/> Adobe Flash <input type="checkbox"/> Blender <input type="checkbox"/> GIMP <input type="checkbox"/> Other _____
<b>Web Development (Backend) and Programming Languages</b>	<input type="checkbox"/> JSP/Servlets <input type="checkbox"/> PHP <input type="checkbox"/> Java <input type="checkbox"/> Perl <input type="checkbox"/> Other
<b>Hardware Certification</b>	<input type="checkbox"/> A+ <input type="checkbox"/> Other
<b>Other</b>	_____

<b>Name, Title &amp; Company</b>	
<b>Contact Information</b>	Phone _____ E-mail _____
<b>Relationship</b>	
<b>Name, Title &amp; Company</b>	
<b>Contact Information</b>	Phone _____ E-mail _____
<b>Relationship</b>	
<b>Name, Title &amp; Company</b>	
<b>Contact Information</b>	Phone _____ E-mail _____
<b>Relationship</b>	

By signing below, I hereby

- verify that all the information provided on this Employment Application, and any accompanying documentation, is true and accurate to the best of my knowledge
- give permission to New Era College to verify all information I have provided, and to contact references
- give permission to New Era College to conduct a Criminal Record Check, and/or Personal Credit Check, as they deem appropriate for the nature of the job for which I am applying
- verify that I am legally entitled to work in Botswana, and can provide evidence of this if required
- give New Era College express consent to collect, use and disclose personal information about me as may be reasonably required for making decisions about my employment

\_\_\_\_\_  
**Signature**

**Date**