**APPLICATION FOR EMPLOYMENT**

***--- Please fill out this form in English (All texts with (\*) are compulsory) ---***

1. **POSITION APPLIED (\*):** Click or tap here to enter text.

*Insert your photo here*

|  |  |  |
| --- | --- | --- |
| Full name:  | Click or tap here to enter text. |  |
| E-mail: | Fill here | Mobile phone: | Fill here |  |
| Place of birth: | Fill here | Date of birth: | Choose date |
| Gender: | [ ]  Male | [ ]  Female | [ ]  Un-identified |  |
| Marital Status: | [ ]  Single [ ]  Married [ ]  Divorced [ ]  Widow / Widower |
| Permanent address of residence: | Click or tap here to enter text. |
| Current address: | Click or tap here to enter text. |
| Name of Emergency contact: |  Fill here Mobile phone: Fill here Relationship: Fill here  |

1. **PERSONAL INFORMATION (\*):**
2. **EDUCATION BACKGROUND (\*):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education level** | **Year** | **Name of University/Institution** | **Major** | **Full time/ Part time** |
| Choose your education level. | From year to year | Click or tap here to enter text. | Click or tap here to enter text. | Select |
| Choose your education level. | From year to year | Click or tap here to enter text. | Click or tap here to enter text. | Select |

1. **FOREIGN LANGUAGE SKILLS (\*):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Language** | **Listening** | **Speaking** | **Reading** | **Writing** | **Certification and mark** *(if applicable)* |
| English | Select | Select | Select | Select |  |
| Others (if any) | Select | Select | Select | Select |  |

1. **EMPLOYMENT HISTORY (\*):** *Starting from your most recent company*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Working timeline** | **Company’s name** | **Position** | **Main job duties and responsibilities** | **Reason for leaving** |
| ***From****(Month/Year)* | ***To****(Month/Year)* |
|  |  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  |  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. **OTHER INFORMATION:**
2. Have you ever applied to a job at **MSIG INSURANCE (VIETNAM) Co., Ltd** before?

[ ]  Yes [ ]  No

If “Yes”, please state date and job applied: ....

|  |  |
| --- | --- |
| 1. When can you start working:
 | Click or tap here to enter text. |
| 1. Expected gross salary per month (VND) (\*):
 | Click or tap here to enter text. |

1. **HOW DID YOU HEAR ABOUT THIS VACANCY?** *(This information is used for HR survey)*

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Friends/relatives (working at MSIG) | [ ]  | Our Website “msig.com.vn” |
| [ ]  | Friends/relatives (not working at MSIG) | [ ]  | Google search  |
| [ ]  | Recruitment websites | [ ]  | Others:  |
| [ ]  | Facebook | [ ]  |

1. **REFERENCE (\*):**

List **at least three personal referees** who are your line management or higher level (not your relatives) that you agree for MSIG Vietnam to contact in order to verify your past experience and performance:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name**  | **Position – Company**  | **Phone Number**  | **Email** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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1. **SUPPLEMENTARY INFORMATION (\*):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please select the answer for all questions** | **Yes** | **No** | **If you answered “Yes” to any of the questions, please provide further information.** |
| Have you ever been convicted a crime? | [ ]  | [ ]  |  |
| Have you ever been in the bankrupt situation? | [ ]  | [ ]  |  |
| Have you ever had any bad debts with any banks or financial institutions? | [ ]  | [ ]  |  |
| Are you or your family member (father, mother, siblings, spouse or children) currently having financial issues?If yes, please explain the detail.  | [ ]  | [ ]  |  |
| Have you ever received warning letters, or been suspended, dismissed, or asked to resign by the employer before? | [ ]  | [ ]  |  |
| Have you ever entered gambling and high-risk investment that can lead to debt distress? | [ ]  | [ ]  |  |
| Have you ever involved in any money laundering activities? | [ ]  | [ ]  |  |
| Would you allow the Company to contact directly with related authorities checking on the bad debt situation, money laundering or ethics and moral? | [ ]  | [ ]  |  |
| Have you ever suffered from any physical or mental impairment, serious ailment, or disability?  | [ ]  | [ ]  |  |
| Are you currently undergoing long-term medical treatment? | [ ]  | [ ]  |  |
| Do you have any immediate family members or relatives presently or formerly employed by MSIG Vietnam?If yes, what is his/her name? | [ ]  | [ ]  |  |

[ ]

1. **IMPORTANT DECLARATION:**

I declare that all information given in this application is true and accurate. I understand that any misrepresentation of information given herein will be sufficient cause for dismissal from the company’s services, if I have been employed. Enclosed are copies of my education/ professional certificate/ diploma degree and/or appropriate recommendation letters.

**Full name and Signature**

