

**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.

|  |  |  |
| --- | --- | --- |
| Full name:  | Click or tap here to enter text.*Insert your photo here (\*)* |  |
| E-mail: | Fill here | Mobile phone: | Fill here |  |
| Place of birth: | Fill here | Date of birth: | Choose date |
| Gender: | [ ]  Male | [ ]  Female |  |
| Marital Status: | [ ]  Single [ ]  Married [ ]  Divorced [ ] Others |
| Permanent address of residence: | Click or tap here to enter text. |
| Current address: | Click or tap here to enter text. |

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. |
|  |  | 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. |
|  |  | 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. |
|  |  | 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. Do you know anyone working at **MSIG INSURANCE (VIETNAM) Co., Ltd**? [ ] Yes [ ] No

If “Yes”, please state name, relationship and which department: ....

1. 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. |
| 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. |
| 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. **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 had any criminal record | [ ]  | [ ]  |  |
| Have you ever been in the bankrupt situation? | [ ]  | [ ]  |  |
| Have you ever had any bad debts with any banks or financial institutions? | [ ]  | [ ]  |  |
| Have you or your family member (father, mother, siblings, spouse or children) currently having financial issues?If yes, please explain the detail.  | [ ]  | [ ]  |  |
| Have you ever been issued warning letters, suspended, dismissed, or asked to resign from employment 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? | [ ]  | [ ]  |  |
| Do you have or had any physical or mental impairment, serious ailment, or disability? (e.g. diabetes, tuberculosis, epilepsy, etc.) | [ ]  | [ ]  |  |
| Are you currently undergoing long-term medical treatment? | [ ]  | [ ]  |  |
| Do you have any immediate family members or relatives presently or formerly employed by MSIG Vietnam? | [ ]  | [ ]  |  |

[ ]

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.

**Signature**

**Full name:**

**Date:**