**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.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. **TRAINING CERTIFICATES (IF ANY) (\*):**

|  |  |  |
| --- | --- | --- |
| **Qualifications/course title** | **Training Organizer/****Institution** | **Issued 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. |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Language** | **Listening** | **Speaking** | **Reading** | **Writing** | **Certification and mark** *(if applicable)* |
| English | Select | Select | Select | Select | Select |
| Japanese | Select | Select | Select | Select | Select |
| Chinese | Select | Select | Select | Select |  |
| Other: ………… | Select | Select | Select | Select | Select |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time (month/year)** | **Company’s name** | **Position** | **Main job duties and responsibilities** | **Reason for leaving** |
| ***From*** | ***To*** |
|  |  | 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: ....

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|  |  |
| --- | --- |
| 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 two personal referees who are 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. |

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:**