

EDUCATIONAL BACKGROUND

14. University/ College (*Please begin with most recent or your highest education level*)

Institution Start date End date

Degree/Certificate

Major

Institution Start date End date

Degree/Certificate

Major

Institution Start date End date

Degree/Certificate

Major

15. Languages (*Please state your languages and proficiency levels, i.e. Fair/Good/Advanced*)

Language	Writing	Listening	Reading	Speaking
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

16. Computer skills (*Please state the programs or software you are using and proficiency levels, i.e. Poor/Average/Expert*)

Program:	Level:
Program:	Level:
Program:	Level:

17. Other training (*Please specify institutions and programs*)

1.

2.

3.

WORKING HISTORY

18. Present or Latest Company's Name		Position Supervisor	
Company's Address		Telephone No.	
Description of Responsibilities	Dates employed (Month & Year)		Reason of Resigning
	From	To	
Other Company's Name	Dates employed	Position	Reason of Resigning
1.			
2.			
3.			

19. Please state your most experienced skills in your professional line:

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20. Are you willing to work overtime? Yes No Often Sometimes

21. Are you willing to travel for business? Yes No Often Sometimes

ADDITIONAL INFORMATION

22. Current Salary 23. Desired **Gross** Salary

24. Your available date to work with us

25. What is your future plan in the next 3 years?

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REFERENCES

26. How were you referred to **Digital Era Software Company Limited**?

Ad (where) _____ Employee referral (name) _____

Agency (name) _____ Other (specify) _____ Walk-in

27. Have you applied to **Digital Era Software Company Limited** before?

Yes (please specify) No

Applied Position _____

Applied Date _____

28. Have you been employed by **Digital Era Software Company Limited** before?

Yes (please specify) No

Position _____

Employment period *from:* _____ *to:* _____

29. Have you had your relatives or friends working in the company?

Yes (please specify) No

Name Position

- 1. _____
- 2. _____
- 3. _____

30. List two people who have definite knowledge of your qualifications and conducts:

Name	Company	Telephone	Title

I declare all information I have provided is true with my best ability. Any dishonest information that I provide during the application process will lead to an instant dismissal when discovered.

Date: _____

Signature of Applicant: