

**CONFIDENTIAL**

Please paste a recent photograph of yourself

**EXTERNAL VACANCY APPLICATION FORM**

**General Information and instructions to candidates:**

1. Answer each item completely and accurately. Incomplete answers on this application may disqualify you or may cause delays. False answers may lead to rejection or dismissal.
2. This form may be typed or handwritten in CAPITAL LETTERS only. Please attach additional sheets if required. CVs are required along with this form but are not a substitute for completing the form.
3. Application should accompany curriculum vitae and motivation letter, telling us why you want to join Air Mauritius.
4. Do not leave any item blank. If it is not applicable to you, please indicate "NA".
5. Copies of your birth and educational certificates should be attached to the application form.
6. No telephone call pertaining to this selection process will be entertained and Canvassing in any form will lead to disqualification from the selection process.

POST APPLIED FOR: \_\_\_\_\_

JOB REFERENCE: \_\_\_\_\_

**PERSONAL DETAILS**

SURNAME (in full) : \_\_\_\_\_

OTHER NAMES (in full): \_\_\_\_\_

ADDRESS FOR CORRESPONDENCE:  
\_\_\_\_\_  
\_\_\_\_\_

CURRENT ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_

PHONE Nos: Home \_\_\_\_\_ Office \_\_\_\_\_ Mobile \_\_\_\_\_  
(Include full code)

EMAIL ADDRESS: \_\_\_\_\_

SEX : Male  Female

MARITAL STATUS: Married  Single  Other (please specify)  \_\_\_\_\_

DATE OF BIRTH: (dd-mm-yyyy): \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

NATIONAL IDENTITY NO (Mauritian Nationals): \_\_\_\_\_

LANGUAGES (Written): \_\_\_\_\_

LANGUAGES (Spoken): \_\_\_\_\_

**EDUCATIONAL DETAILS:**

**SECONDARY QUALIFICATIONS**

Examining Body: \_\_\_\_\_

Name and address of college/school: \_\_\_\_\_

Certificate obtained: SC  GCE (O)  Other (Please specify)  \_\_\_\_\_

If other, are you submitting equivalence certificate along with this application

Month/Year of Examination: \_\_\_\_\_ Overall Results: \_\_\_\_\_

SUBJECTS TAKEN	GRADES	SUBJECTS TAKEN	GRADES

**HIGHER SECONDARY QUALIFICATIONS**

Examining Body: \_\_\_\_\_

Name and address of college/school: \_\_\_\_\_

Certificate obtained: HSC  GCE (A)  Other (Please specify)  \_\_\_\_\_

If other, are you submitting equivalence certificate along with the application

Month/Year of Examination: \_\_\_\_\_ Overall Results: \_\_\_\_\_

MAIN SUBJECTS	GRADES	SUBSIDIARY SUBJECTS	GRADES

**TERTIARY/PROFESSIONAL QUALIFICATIONS** (please use additional sheet(s) if necessary)

NAME OF QUALIFICATION	RESULT	NAME OF INSTITUTION & ADDRESS	YEAR

**OTHER QUALIFICATIONS (e.g. certification)** (please use additional sheet(s) if necessary)

NAME OF QUALIFICATION	RESULT	NAME OF INSTITUTION & ADDRESS	YEAR

**EMPLOYMENT HISTORY**(please use additional sheet(s) if necessary)

<b>CURRENT/MOST RECENT EMPLOYMENT</b>		
Job Title:	Salary:	
Employer's Name	Additional Benefits:	
Address:	From: (dd-mm-yyyy)	To: (dd-mm-yyyy)
Reason for Leaving:		
Period of Notice:		
Major responsibilities, duties and any significant contributions:		
If applicable, draw a brief chart to indicate your position in the company:		

<b>PREVIOUS EMPLOYMENT HISTORY</b>		
Job Title:	Salary:	
Employer's Name	Additional Benefits:	
Address:	From: (dd-mm-yyyy):	To: (dd-mm-yyyy):
Reason for Leaving:		

**PREVIOUS EMPLOYMENT HISTORY**

Job Title:

Salary:

Employer's Name

Additional Benefits:

Address:

From: (dd-mm-yyyy):

To: (dd-mm-yyyy):

Reason for Leaving:

**ADDITIONAL INFORMATION:**

(1) Do you have any relative working at Air Mauritius? If yes, please specify.

Name	Department	Relationship

(2) Have you worked for Air Mauritius in the past? If yes, please specify.

From (dd-mm-yyyy)	To (dd-mm-yyyy)	Position held

(3) Have you been through the selection process at Air Mauritius in the past? If yes, please specify.

(4) Skills (please use additional sheet(s) if necessary).

Skill Name ("C++" for a software developer; "PowerPoint" for a sales position)	Last Used	Years of Experience	Skill Level (Advanced/Intermediate/Beginner)

(5) If selected, when would you be available to start employment? : \_\_\_\_\_

(6) Give an indication of the level of salary you would expect from the company: \_\_\_\_\_

(7) If shortlisted when will you be able to attend interviews? \_\_\_\_\_

**To the best of my knowledge, the facts set forth in my application for employment are true and complete. I understand that if considered for employment, any false statement may result in my failure to receive an offer or if I am hired, my termination of employment.**

**Date:** \_\_\_\_\_ **Signature of applicant:** \_\_\_\_\_

Thank you for completing this form. Due to the volume of applications we receive, only shortlisted applicants will be contacted.

Please return your completed application form (on or before the closing date specified in the advertisement) to:

Human Resource Department  
Recruitment and Selection Section  
Air Mauritius Center, 16<sup>th</sup> Floor  
Port Louis  
Mauritius.