 **NATIONAL BANK OF RWANDA**

PHOTO



***JOB APPLICATION FORM***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Post Applied for** | | | | | | | | | | | | |
| **2. Personal details** | | | | | | | | | | | | |
| Full Name: | | | | | | | | Nationality : | | | | |
| Place and Date of birth: | | | | | | | | District: | | | | |
| Father’s Name: | | | | | | | | Province: | | | | |
| Mother’s Name: | | | | | | | | Address and e-mail address: | | | | |
| ID Number | | | | | | | | Telephone ( Home, office, Mobile): | | | | |
| **3. Higher Education (University degree or Equivalent (Please give exact titles of degrees in original, do not translate or equate to other degrees)** | | | | | | | | | | | | |
| Name and Full address of University:  Telephone Website: | | | | | Attended From | | | | | To |  | |
|  | | | | |  |  | |
| DEGREE OBTAINED | | | | | |  | |
| Name and Full address of University:  Telephone Website: | | | | | Attended From | | | | | To |  | |
|  | | | | |  |  | |
| DEGREE OBTAINED | | | | | |  | |
| **4. Secondary Education (School or other formal training ( high school secondary education, technical school or apprenticeship)** | | | | | | | | | | | | |
| School (Name and full address) | From | | | To | | Certificate or diploma obtained | | | | | | Specialization/optional subjects |
|  |  | | |  | |  | | | | | |  |
| **5. Details of other vocational or technical courses, not included above, along with any apprenticeship/ professional training and dates**  **-** | | | | | | | | | | | | |
| **6. Employment Record**  Please give details of all previous employment starting with your present (or most recent) employer. Use a separate block for each post.  If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post. | | | | | | | | | | | | |
| **Job 1. Present post ( last post, if not presently in employment)** | | | | | | | | | | | | |
| FROM | | | TO | | | | | | EXACT TITLE OF YOUR POST: | | | |
| Month/Year | | | Month/Year | | | | | | TYPE OF BUSINESS | | | |
| EMPLOYER | | | | | | | | | ADDRESS: | | | |
| DETAILED DESCRIPTION OF YOUR DUTIES: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Job 2** | | | | | | | | | | | | |
| FROM | | | TO | | | | | | EXACT TITLE OF YOUR POST: | | | |
| Month/Year | | | Month/Year | | | | | | TYPE OF BUSINESS: | | | |
| EMPLOYER | | | | | | | | | ADDRESS: | | | |
| DETAILED DESCRIPTION OF YOUR DUTIES: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Job 3** | | | | | | | | | | | | |
| FROM | | | TO | | | | | | EXACT TITLE OF YOUR POST | | | |
| Month/Year | | | Month/Year | | | | | | TYPE OF BUSINESS: | | | |
| EMPLOYER | | | | | | | | | ADDRESS | | | |
|  | | | |
|  | | | |
| DETAILED DESCRIPTION OF YOUR DUTIES: | | | | | | | | | | | | |
| **7. References**  List three persons, not related to you; these should be your current or most recent line managers or one of your teachers. | | | | | | | | | | | | |
| FULL NAME | | TELEPHONE NUMBER | | | | | EMAIL ADRESS | | | | POSTAL ADDRESS | |
|  | |  | | | | |  | | | |  | |
|  | |  | | | | |  | | | |  | |
|  | |  | | | | |  | | | |  | |
| Have you any objections to our making inquiries of your present employer(s)? | | | | | | | | | | | | |
| **8.** I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the NBR renders a staff member of the National Bank of Rwanda to termination or dismissal.      Done at Kigali on …/…/….. Signature | | | | | | | | | | | | |