

# KEYON GLOBAL INVESTMENT LTD

## APPLICATION FOR EMPLOYMENT

Post applied for: .....

(ATTACH YOUR C.V. IF APPLICABLE)

### Applicant's details

Full Name .....

Home address.....

.....

Local Government..... State.....

Home Telephone No: ..... Mobile No.....

Sex: Please tick      Male       Female

Date of Birth.....

Nationality .....

Are you generally in good health?    Yes                      No                      If "No" give details:  
.....  
.....  
.....

Marital status:    Single/Married/Separated/Divorced (delete as appropriate)

Next of kin.....Telephone No .....

Relationship.....

Do you have Children?     Yes     No. If Yes, Number of Children

Do you have outside commitments that could limit your working hours, such as being  
Political Activities, Member of any Organisation or Union?  
If Yes, give details?  
.....  
.....

**Availability for Work**

If currently employed how much notice will you need to give you current employer?

.....  
.....

Is there any other reason why you would not be able to start work immediately if you were offered the job you have applied for? Yes  No

If "yes" give details

.....  
.....

Are you willing to travel during the course of your employment?

Yes  No

If No, please give details:.....

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**Education, Skills and Qualifications**

Please give details of any skills and qualifications and/or experience relevant to the job for which you have applied:

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**Education: Please list Schools, Colleges, and Universities attended.**

NAME OF ESTABLISHMENT	DATES ATTENDED	QUALIFICATIONS


**PLEASE SUPPLY FULL DETAILS OF YOUR WORK HISTORY**

**Employment History**

Are you currently employed: Yes  No  [if No state why]:  
 .....

Have you ever been dismissed by an employer? Yes  No  if "Yes" give details, including the reason given for your dismissal:  
 .....  
 .....  
 .....

**Your Current or Last Employer: From: .....To.....**  
 Name of Company & Address:  
 .....  
 .....

Telephone Number: .....  
 Job Title: .....  
 Describe your Main Duties and Responsibilities:  
 .....  
 .....  
 Rate of pay.....  
 Reason for leaving or wanting to leave:  
 .....

**Previous Employers (1): From.....To.....**  
 Name of company: .....  
 Address:.....  
 .....  
 Telephone Number:.....  
 Rate of Pay: .....  
 Reason for leaving:  
 .....

.....  
.....

**Previous Employer (2): From ..... To.....**

Name of company.....

Job title.....

Describe your main duties and responsibilities.....

Address:.....

Telephone number: .....

Job title.....

Describe your main duties and responsibilities: .....

Rate of pay.....

Reason for leaving .....

**Provide one reference from your current or previous employer and details of two people we can contact that are willing to give you reference and who are not related to you.**

**Current or Previous Employer:**

**(1)**Name: .....

Address:.....

Telephone Number: .....

Occupation: .....

**Additional References**

**(2)**Name: .....

Address:.....

Telephone Number.....

Relationship.....

**(3)**Name: .....

Address:.....

Telephone Number.....

Relationship:.....

**Interests and hobbies**

Please give brief detail of your interests and hobbies:

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**The job you have applied for**

Please state what attracted you to the job you applied for and why you think you are a suitable person to do it:

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Do you have any conviction, police caution or pending court case within the past ten years? Yes  No

If "Yes" give details

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.....

KEYYONG GLOBAL

**The following code of conduct for person employed in Keyon Global Investment Ltd Must Be Acknowledged by the Prospective Employee as a Condition of Employment**

1. Shall Not, neglect nor, without due and sufficient cause, omit to promptly and diligently discharge a required task whilst at work.
2. Shall Not, leave a place of work without due permission or sufficient cause.
3. Shall Not, knowingly make or sign any false verbal or written statement of whatever description.
4. Shall Not without due and sufficient cause, destroy, mutilate, alter nor erase any document or record.
5. Shall Not without authority divulge any matter which is confidential to the employer or his clients past or present.
6. Shall Not corruptly solicit or receive any bribe or other consideration from any person or fail to account for monies or property Received in connection with the employers business.
7. Shall Not be uncivil to persons encountered in the course of work or make unnecessary use of authority in connection with the.
8. Discharge of the employers business.
9. Shall Not act in a manner reasonably likely to bring discredit upon the employer, a client or fellow employee
10. Shall Not act feign or exaggerate any sickness or injury with a view to evading work.
11. Shall maintain proper standards of appearance and deportment whilst at work.
12. Shall Not work whilst under the influence of alcohol, or consume any alcohol whilst work.
13. Shall On conviction for any Criminal Offence notify the employer forthwith?
14. Shall Not use the name of the company for any fraudulent and illegitimate business.
15. It is against the company policies for employee to use the company properties or equipment for personally purposes without the
16. Knowledge of authority or use for any businesses.
17. Breaching of the company policies may result in disciplinary action or dismissal.

**Declaration:**

**I declare that the information I have given on this form is correct and that any misrepresentation by me, be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted.**

**Signed by Applicant:**.....

**Date**.....

**Protection Act:**

**The information given to us in this form will only be used in relation to your application for employment. By signing this declaration you are giving us your express consent to retain and process this information.**

**BANK DETAILS**

**NAME OF BANK:**.....

**ADDRESS/  
BRANCH:**.....  
.....  
.....

**ACCOUNT NAME:**.....

**ACCOUNT NO:**.....

KEYON GLOBAL