



Job Application Form

Position Applied For:

Section 1: Personal Information

Full Name:
[First Name] [Middle Name] [Last Name]

Date of Birth:
[DD/MM/YYYY]

Contact Information:

Phone Number: [Primary Contact Number]

Email Address: [Email]

Address:
[Street Address]

[City, State, Zip Code]

Are you legally eligible to work in [Country] without sponsorship?

☐

Yes

☐

No

[Tick Correct Option]

Section 2: Employment History

Start with your most recent job and go backward.

1. Employer Name:

[Company Name]

Job Title:

[Position Held]

Employment Period:

[MM/YYYY] to [MM/YYYY or Present]

Key Responsibilities:

[Describe in bullet points]

Reason for Leaving:

[Explanation]

2. Employer Name:

[Company Name]

Job Title:

[Position Held]

Employment Period:

[MM/YYYY]

to

[MM/YYYY or Present]

Key Responsibilities:

[Describe in bullet points]

Reason for Leaving:

[Explanation]

3. Employer Name:

[Company Name]

Job Title:

[Position Held]

Employment Period:

[MM/YYYY]

to

[MM/YYYY or Present]

Key Responsibilities:

[Describe in bullet points]

Reason for Leaving:

[Explanation]

4. Employer Name:

[Company Name]

Job Title:

[Position Held]

Employment Period:

[MM/YYYY] to [MM/YYYY or Present]

Key Responsibilities:

[Describe in bullet points]

Reason for Leaving:

[Explanation]

5. Employer Name:

[Company Name]

Job Title:

[Position Held]

Employment Period:

[MM/YYYY] to [MM/YYYY or Present]

Key Responsibilities:

[Describe in bullet points]

Reason for Leaving:

[Explanation]

Section 3: Education Background

Highest Degree Earned:

[Degree/Certification]

Institution Name:

[School/University]

Graduation Date:

[MM/YYYY]

Relevant Coursework or Achievements:

[Optional: List courses or achievements]

Section 4: Skills and Qualifications

Relevant Skills:

[List skills related to the job, e.g., software proficiency, certifications, language fluency]

Professional Certifications:

[Certification Name, Issuing Body, Date of Certification]

Technical Proficiencies:

[Software or tools relevant to the job]

Section 5: Additional Information

Why are you interested in working for ‘Shoreline Building services?’

[Answer Field]

What makes you a suitable candidate for this position?

[Answer Field]

Have you been convicted of a felony?

[If **YES** Please provide an explanation if applicable]

☐

Yes

☐

No

[Tick Correct Option]

Section 6: References

Provide at least two professional references.

Reference 1:

Name:

[Full Name]

Relationship:

[Job Title/Professional Relationship]

Contact Information:

[Phone/Email]

Reference 2:

Name:

[Full Name]

Relationship:

[Job Title/Professional Relationship]

Contact Information:

[Phone/Email]

Section 7: Applicant Declaration

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statement or omission may result in the disqualification or dismissal from employment.

Signature: _____

Date: _____
[DD/MM/YYYY]

***Thank you for your interest in joining Shoreline Building Services.
We appreciate your time in completing this application.***