

## Job Application Form

You must answer ALL questions on this form or put N/A.

### 1. Preliminary Questions:

- a. Workpermit.com office you are interested in working in: \_\_\_\_\_
- b. Vacancy you are interested in (if relevant, please provide reference number): \_\_\_\_\_
- c. Have you worked for workpermit.com before?
- Yes *If so, provide full details including position, dates of employment and who you worked with at Workpermit.com*
- \_\_\_\_\_
- No
- d. What sort of salary are you looking for (please put currency)? \_\_\_\_\_
- e. When are you available to start work (please provide date or notice period)?
- \_\_\_\_\_
- f. Please confirm that you are a national of the Country where the workpermit.com office is located or provide details of your immigration status in the Country where the workpermit.com office is located.
- \_\_\_\_\_

*Please note if you need permission from the immigration authorities to work for us or are on a short term non-renewable visa such as an UK working holidaymaker visa **you are unlikely to succeed in your job application to us.** You must already be an employee of workpermit.com or have difficult to find skills for us to consider applying for a work permit or visa.*

### 2. Personal Details:

- a. First Name \_\_\_\_\_
- b. Surname \_\_\_\_\_
- c. Date of Birth \_\_\_\_\_
- d. Nationality \_\_\_\_\_
- e. Home Address \_\_\_\_\_
- \_\_\_\_\_
- f. Other Address \_\_\_\_\_
- \_\_\_\_\_
- g. E-mail \_\_\_\_\_
- h. 1<sup>st</sup> Telephone Number (mobile) \_\_\_\_\_
- i. 2<sup>nd</sup> Telephone Number \_\_\_\_\_

j. Do you have a current driving licence allowing you to drive unsupervised?

Yes |  No

*Please note that if you do not answer all questions below or fail to give a good explanation for not answering any of these questions **you will not be considered for a job at workpermit.com**. If there is insufficient space in this form to provide all the information requested please continue on separate sheets.*

**3. Employment History:**

A.

a. Dates of employment	b. Name and address of employer	c. Salary level (inc. Currency)
d. Position and brief job description	e. Reason for leaving	
f. Hours of work per week (excluding lunch break)	g. Length of daily lunch break	

B.

a. Dates of employment	b. Name and address of employer	c. Salary level (inc. currency)
d. Position and brief job description	e. Reason for leaving	
f. Hours of work per week (excluding lunch break)	g. Length of daily lunch break	

C.

a. Dates of employment	b. Name and address of employer	c. Salary level (inc. currency)
d. Position and brief job description		e. Reason for leaving
f. Hours of work per week (excluding lunch break)		g. Length of daily lunch break

If this is not covered elsewhere, please explain in detail any gaps of longer than one month over the last five years in your employment history.

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Please provide details of any work you currently do or have done in the past outside normal office hours paid or unpaid.

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**4. Education:**

a. Secondary School/High School Level Education

From (Month/Year)	To (Month/Year)	School or College

b. University Level Education

From (Month/Year)	To (Month/Year)	University or College	Subject

**5. Language Skills:**

a. English

*Please note that for almost any job at workpermit.com you will need to have good English ability.*

Written Ability	Oral Ability
<input type="checkbox"/> Basic	<input type="checkbox"/> Basic
<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Fluent	<input type="checkbox"/> Fluent

b. Other Languages:

Language: \_\_\_\_\_

Written Ability	Oral Ability
<input type="checkbox"/> Basic	<input type="checkbox"/> Basic
<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Fluent	<input type="checkbox"/> Fluent

**6. IT Skills:**

*Please provide brief details of your skills in using various software packages.*

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**7. Training and other courses you have been on:**

Date:	Subject Area:

**8. Membership of Relevant Organisation/s:**

Dates of membership:	Organisation:

**9. What sort of personality are you?**

*We are looking for hard working, ambitious, and committed individuals who will get on well with our team. You should answer the following questions in as much detail as possible as this is an important part of the job application process.*

a. Why did you apply to join Workpermit.com?

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b. What are your long-term career priorities?

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c. What are your main priorities in life? Do you want to make a lot of money? Would you prefer more leisure time rather than a high salary?

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d. How do you deal with people? Please describe difficult situations and how you dealt with them.

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e. What do you consider to be your main achievements in life so far? Is there something that you have done at work or outside work that you are particularly proud of?

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f. How do you feel about new challenges? Please give an example of a situation where you were asked to undertake a new task where you had little or no experience.

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g. How would you describe yourself?

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h. How would others describe you?

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**10. Interests and Activities:**

1. Currently: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. While a student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. References:**

*Wherever possible we ask for referees from your last three employers who have had supervisory or management responsibility over you, and are still working at your previous employer. If you are unable to provide a referee and are unable to give a good explanation for not doing so **you will not be considered for a job at workpermit.com.***

1. 1<sup>st</sup> Employer Reference:

a.	Name and Company:	
b.	Position in relation to you in the Company	
c.	Address:	
d.	Telephone:	
e.	E-mail:	

2. 2<sup>nd</sup> Employer Reference:

a.	Name and Company:	
b.	Position:	
c.	Address:	
d.	Telephone:	
e.	E-mail:	

3. 3<sup>rd</sup> Employer Reference:

a.	Name and Company:	
b.	Position:	
c.	Address:	
d.	Telephone:	
e.	E-mail:	

4. Academic Reference:

a.	Name and College:	
b.	Position:	
c.	Address:	
d.	Telephone:	
e.	E-mail:	

5. May we contact your referees now?

Yes |  No

6. If we feel that the referee is not suitable may we contact someone else in the same organization to obtain a reference?

Yes |  No

**12. Other Questions:**

a. How did you hear about us? \_\_\_\_\_

b. Are you currently under the care of a doctor or other medical professional?

\_\_\_\_\_

c. Do you have any criminal convictions or are currently under investigation by the Police or any Government Agency?

Yes (If so, please provide full details below)

No

\_\_\_\_\_

\_\_\_\_\_

d. Do you have a good credit history?

Yes

No (If so, please provide full details below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e. You may provide any other information you feel is relevant to your application below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I have completed this form myself, and that the information provided is both true and accurate.

I understand that if I am employed after false information is given this will result in disciplinary action.

I hereby give Workpermit.com my permission to verify the above information.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to:  
Human Resources Department  
Workpermit.com  
7 Kalku Street,  
Riga, LV- 1050,  
Latvia

Tel.: +371 7814121  
Fax: +371 7814123  
e-mail: [workriga@workpermit.com](mailto:workriga@workpermit.com)

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