

HR201	<h2 style="margin: 0;">APPLICATION FORM FOR STAFF VACANCIES</h2>	 <p style="font-size: small; margin: 0;">BOTSWANA INTERNATIONAL UNIVERSITY OF SCIENCE & TECHNOLOGY</p>
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All applicants are required to submit the following information:

- Covering letter of application.
- Application form (see below).
- Full curriculum vitae (no originals or copies of certificates necessary).
- Any other relevant information specified in the advertisement.

An application which does not comply with the above requirements will be regarded as incomplete.

Position applied for		Ref. No.(on advert)	
Division/ Unit/College			

Title		Initials	
<i>Please enter your first and last names below as they appear in your identification document or passport.</i>			
First Name/s		Surname	

Postal address			
Residential address			
Email address			
Work number		Home Phone number	
Fax number		Mobile/cell number	

Date of Birth		Gender	
Citizenship			
ID or passport number			
Marital Status	Married	Single	Divorced
	Widowed	Other	

If Botswana permanent resident, please indicate date obtained	
In possession of a Work Permit? <i>(If yes, specify the duration)</i>	
If invited for interview, would you require a visa?	

Do you have a disability that may require special interview arrangements?	
If Yes, indicate nature of disability	

Total current earnings (cost to company) <i>(Optional)</i>	
Minimum expected monthly salary/annual package <i>(Optional)</i>	
Notice Period required by current Employer	
Where did you see this vacancy advertised?	
If currently temporarily employed at BIUST, please specify the end date of your employment	

Are there any circumstances relevant to your application of which, in the interests of fair and frank disclosure, you should make BIUST aware, and if so, salient particulars are required	Y	N
	Attach separate page if necessary	
Are you facing, have you faced, any disciplinary (serious professional or criminal charges) during	Y	N

the past twelve months, and if so salient particulars are required	Attach separate page if necessary	
Have you been found guilty of serious professional misconduct or a crime in the past twelve months, and if so salient particulars are required	Y	N
	Attach separate page if necessary	

Note: The above information will be treated in the strictest confidence. Criminal checks may be conducted for all successful candidates, with their prior permission.

Summary of Qualifications and Experience

(Note: Please enter your qualifications and employment history information in this section as well as on your CV.)

Qualifications (All qualifications are verified prior to appointment)

School certificate/Degree/Diploma/Other qualification obtained	Institution	Year completed

Employment History (Please list the most recent first)

Position	Company/Institution	Dates of employment

Three referee names and contact details

Title and Name	Position and Company/Institution	Email address	Contact number

Academic Posts: In addition to the above, please complete the following information

If the post is advertised at more than one level, please specify the level at which you are applying (e.g. Lecturer, Senior Lecturer, etc.)	
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Main research areas of interest

Research output

Number of publications in peer-reviewed journals	
Number of publications in conference proceedings	
Other (including papers accepted, but yet to appear)	

Supervision of students

Number of undergraduate students graduated	
Number of Masters students graduated	
Number of Doctoral students graduated	

Teaching Experience (List courses taught and the size of classes)

I declare that all the information provided is complete and correct

Full Names		Date	
Signature			

(Candidates invited for interview will be required to sign a hard copy)

