

HR201	APPLICATION FORM FOR EMPLOYMENT TO VACANT POSITIONS	 BOTSWANA INTERNATIONAL UNIVERSITY OF SCIENCE & TECHNOLOGY
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All applicants are required to submit the following documents together with this Form, once completed:

- Covering letter of application.
- Full curriculum vitae (please DO NOT attach original copies of academic certificates)- applicable to external applicants(those who are currently employees of the University)
- Any other relevant documents specified in the applicable advertisement.
- In case an applicant does not have an electronic signature, he/she should print out the last page and append his/her signature including the date. Once signed, the page must be send as part of the rest of the completed Form, preferably by email.

PLEASE NOTE:

- a) **Any submitted Application Form that does not comply with the above requirements will be regarded as incomplete and may not be considered.**
- b) **The above information will be treated in the strictest confidence.**

i.

PART A: DETAILS ON THE VACANCY/IES APPLIED FOR

1. Position applied for		Vacancy Ref. No. (<i>check on the advert</i>)	
2. Where did you see this vacancy advert? (<i>Please state name of media outlet.</i>)			
3. Division/ Directorate/Centre/ College/Academic Dept.			
4. Would you like to be considered for any other related position, subject to your qualifications and experience?	Yes/ No. If Yes (Please the state position title and field i)----- ii)-----		
5. Would like your *Spouse to be considered for a suitable position in the event you are offered a job?			

***Please note that a spouse is defined in terms of Laws of Botswana**

PART B: PERSONAL DETAILS

6. Title	Prof./Dr./Mr./Ms. - (circle the applicable title)	Initials	
<i>Please enter your first and last names below as they appear in your identification document or passport.</i>			
7. First Name/s		Surname	
8. Postal address			

9. Residential address			
10. Email address			
11. Work Phone number		12. Home Phone number	
13. Fax number		14. Mobile Phone number	

15. Date of Birth (dd/mm/yy)		16. Gender		
17. Country of Citizenship				
18. Country of current residence				
19. Passport Number (non-citizens only)				
20. National Identity (Oman) Number (Botswana citizens only)				
21. Marital Status	Married	Single	Divorced	Widowed

22. If Botswana permanent resident, please indicate date obtained	
23. In possession of a Botswana Work Permit? (If yes, specify the expiry date of the permit)	
24. In case you are invited for job interview in Botswana, would you require a Visa?	

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

27. Total current earnings (annual remuneration package) (Optional)			
28. Minimum expected monthly salary/annual package (Optional)			
29. Notice Period required by current Employer			
30. If you are currently employed at BIUST, please specify the end date of your current employment contract.			

31. 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	
32. Are you facing, have you faced, any disciplinary (serious professional or criminal charges) during the past twelve months, and if so salient particulars are required	Y	N
	Attach separate page if necessary	
33. 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	

PART C: Summary of Qualifications and Experience

(Please enter your qualifications and employment history information in this section, starting with the most recent)

Please Note: The University reserves the right to verify all academic qualifications prior to making an employment offer.

Other (including papers accepted, but yet to appear)	
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39. Supervision of students

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

40. 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			

END OF DOCUMENT

