

EMPLOYMENT APPLICATION FORM

IMPORTANT: You must complete this application in English. Please write very clearly. Every question must be answered. If a question does not apply to you, please write "Not Applicable." **You must complete this application by yourself.**

Date: _____

Job

1. What job do you want? _____
2. What salary do you want? _____ LAK per month.
3. Do you have another job now? Yes No
4. Will you accept a temporary job? Yes No



Personal

Please answer the following questions very carefully, because we will verify this information with the Lao authorities:

1. Name? Mr. Mrs. Miss First Name? _____ Family Name? _____
2. Address? _____
3. Telephone Number? _____ 4. Age? _____ 5. Height? _____ 6. Weight? _____
7. Date of Birth? _____ 8. Place of Birth? _____ 9. Nationality? _____
10. Passport No.? _____ Issued At? _____ Valid Until? _____
11. Identification Card No.? _____ Issued At? _____ Valid Until? _____
12. Driving License No.? _____ Issued At? _____ Valid Until? _____
13. Have you ever served in the military? Yes No
14. Do you have any health problem? Yes No
15. Have you been hospitalized in the last five years? Yes No
16. Have you ever been arrested by the police? Yes No
17. Have you ever been in prison? Yes No
18. Have you ever been terminated from any job? Yes No

*If you have answered "Yes" to any question above, please explain: _____

Family

1. Are you married? Yes No 2. Do you have any children? Yes No
3. Father: Name? _____ Age? _____
 Nationality? _____ Occupation? _____
 Address? _____

4. Mother: Name? _____ Age? _____
 Nationality? _____ Occupation? _____
 Address? _____

5. Do you live with your parents? [] Yes [] No

6. Do you know someone who work in Allianz Insurance Laos ? [] Yes [] No. If Yes, please give detail as below:

Name? _____ Relationship _____
 Position? _____ Department _____

Work Experience

Please tell us about your work experience (what jobs have you had?):

Dates	Name of Company / Employer	Position	Salary / Month	Reason For Leaving

References

Please give us the names of 3 people who can tell us about you (No family members):

Name	Address	Telephone	Occupation

Education

Please tell us about your education:

Kind of School	Name of School	Dates Attended	Major Courses	Kind of Certificate
High School				
University				
Other				

Languages

What other languages do you know?

Language	Level of Study	Understanding	Speaking	Reading	Writing
English					
French					
Thai					

Skills

1. Can you use a computer? Yes No

-What computer programs do you know? Windows? _____ MicroSoft Word? _____

MicroSoft Excel? _____ MicroSoft Power Point? _____ Other? _____

-Please tell us more about you experience with computers: _____

2. Can you drive a car? Yes No

3. Can you drive a motorcycle? Yes No

4. Do you have a car? Yes No A motorcycle? Yes No A bicycle? Yes No

Additional Information

1. Why do you want to work for our company?

2. Why should our company hire you?

3. What is your goal for the future?

4. Is there any other information that you want us to know?

Statement of Applicant

I certify that all of the information I have given here is true and correct. If I am hired by this company, I understand that I may be terminated immediately if any of the information in this application is not true.

Signature: _____