



Higher View Properties Ltd.

worldwide properties for you

PLEASE ATTACH CV & SELF HAND WRITTEN COVERING LETTER (FORM JA 1)

Personal Details:

Full Name (including title):.....

Date of birth:.....(dd/mm/yyyy)

Applying for Post of:.....
If not applying for a specific job / post, give details of your requirements: i.e type of work you're interested in:.....
.....

Physical Home address:.....
.....**Postcode**...../ **LC1**.....**Zone**.....

Phone Numbers - Please Include dialing code:

Home.....

Work.....(If not direct, give name & Key Contact Person)

Mobile:.....

E-mail:.....

National Insurance / Tax Identification No.(TIN) if you have one:.....

Emergency Contact Details:

Name:.....**Relationship:**.....

Physical address.....

.....**Postcode**...../ **LC 1**.....**Zone**.....

Telephone:...../.....



Higher View Properties Ltd.

worldwide properties for you

Do you Hold / Have a	Yes / No	Country of issue	Expiry date
Valid passport			
Valid driving permit			

Do you have any pending Law court / Police case against you? Yes / No.

Please give details:.....

Health:

Do you have any long term health problems? Yes / No .

Please give details:.....

How many days have you been absent from work, school or college in the last two years? Please give details:.....

Do you Smoke? Yes / No.

Please give details:.....

Do you Drink (alcohol)? Yes / No.

Please give details:.....

Education (From age 14 – Please attach CV & Copies):

From Mm/yyyy	To Mm/yyyy	School / Institution Full address.	Subjects	Qualifications or Grade



Higher View Properties Ltd.

worldwide properties for you

Employment History:

From Mm/yyyy	To Mm/yyyy	Employer's Name & Address	Position, brief description of duties, reasons for leaving	Salary Per month

Are you currently employed? Yes / No	What notice do you require?
Pease state any pre-arranged holiday commitments:	

Have you ever been dismissed?

If yes, give details:.....

.....

REFERENCES:

Please supply the names and addresses of two referees, one of whom should ideally be your present or most recent employer / academic institution:

Name:	Name:
Address:	Address:
Tel:	Tel:

Please supply 2 coloured PP size photographs one bearing your name & signature at the back.



Higher View Properties Ltd.

worldwide properties for you

Declaration:

I certify to the best of my knowledge and belief that the information supplied above is true. If I give wrong information and get the job, my contract may be terminated without any notice.

Full Name (in Print - below)	Signature

Recruitment monitoring scheme:

How did you hear about the job?

News paper (specify).....

From a friend / relative (specify).....

Internet search (specify).....

Other (please specify)

For official use only:

A:

S / L:

D: