



Application Form

AFFIX RECENT PHOTO HERE

Candidate's Job Title: .....

Employer: .....

Applying for CAA validation as (tick as appropriate):

- AVSEC Screener
AVSEC Supervisor
AVSEC Instructor
National Inspector

1. PERSONAL DETAILS:

Surname: ..... Other Names in full: .....

Gender: ..... Date of Birth: ..... ID/Passport/Driving License No. ....

Nationality ..... Religion .....

Marital status (Tick as appropriate): Single Married Divorced Separated

Postal address: ..... Town.....

Residential address: (Please fill where applicable)

Plot No. .... House/Flat No. .... Road/Street: .....

Estate: ..... Town: .....

Telephone No.: House (if any) .... Residential (if any): .... Mobile: .....

Email address: .....

**2. EDUCATIONAL BACKGROUND**

Period	Place/Institution	Course	Award received and Year (Grade/Certificate/Diploma/ Bachelors/Masters)

*(Write on additional sheets where necessary)*

*Start with the most recent/current, then all preceding training as applicable)*

**3. PROFESSIONAL QUALIFICATIONS**

Period	Place/Institution	Course	Award received and Year Grade/Certificate/Diploma/ Bachelors/Masters

*(Write on additional sheets where necessary)*

*Start with the most recent/current, then all preceding training as applicable.*

*If not applicable (in case of fresh graduate), please draw a diagonal line across the table and write "Not Applicable"*

**4. EMPLOYMENT RECORD**

a)

Year / Period	Employer	Station of Employment	Position Held	Duration

*(Write on additional sheets where necessary)*

*Start with the most recent/current employment, then all preceding employments as applicable.*

*If not applicable (in case of fresh graduate), please draw a diagonal line across the table and write "Not Applicable"*

b) Were you previously employed before current position? **YES**  **NO**  (*Tick as appropriate*)

If YES, state duration and reason for leaving your previous employment(s) .....

.....

**5. CRIMINAL RECORD AND MISCONDUCT**

a) Have you ever participated in or been convicted of any crime? **YES**  **NO**  (*Tick as appropriate*)

If YES, please give details of any criminal convictions preferred against you under the Laws of Botswana or other laws of any other State:

Date of Conviction	Nature of Crime	Judgment/Verdict

b) Have you ever been dismissed from any previous employment for violating your employer’s rules and regulations or for other reason? **YES**  **NO**  (*Tick as appropriate*)

If YES, give details:.....

.....

c) Have you ever been involved with any outlawed, criminal or terrorist group(s) or participated in their activities whether directly or indirectly? **YES**  **NO**  (*Tick as appropriate*)

If YES, give details:.....

.....

d) Have there been periods in your past when you were not engaged in any training, job or employment activity? **YES**  **NO**  (*Tick as appropriate*)

If YES, give details:.....

.....

**6. REFEREES**

(Please provide following details of persons of credible character not related to you by blood and who know you personally or professionally, e.g. former/current colleagues, friends, religious leaders, college/school teachers/heads). *(Give a minimum of three referees and a maximum of five).*

Name	Profession	Address	Town	Telephone

**7. DECLARATIONS**

I, the undersigned, do hereby declare:

- a) that the information given in this form is correct to the best of my knowledge and belief;
- b) that I have no criminal convictions which are not already declared (under section 6 above) but considered spent under the laws of Botswana or any other laws of an established State;
- c) that any misrepresentations of the facts be treated as grounds for termination of employment, disciplinary proceedings and/or criminal charges being preferred against me;
- d) that I understand and will cooperate with persons evaluating my qualifications and/or records in case more information is required or when approaching my referees, former employer(s), educational establishments, government agencies and personal referees for verification of any information provided herein.

Candidate's Signature: .....

Date: .....

### 8. VERIFICATION OF CANDIDATE'S DETAILS

*This section is to be completed by authorized officer(s) conducting assessment on candidate.*

This is to confirm that the following checks have been carried out on the applicant from his/her referees, educational institutions, local administration, former employers, police records, documents attached to application, immigration records (for foreigners), etc. as appropriate. Written verifications through completed forms/questionnaires and/or emails shall be preferred over verbal ones. An indemnity from the employer indicating that the above information has been verified may be sufficient

No.	Type of Verification	Verified by	Date of Verification	Remarks/Outcome
1	Personal details & Referees			
2	Educational background			
3	Professional details			
4	Employment history			
5	Criminal record and conduct			Check validity of certificate of good conduct

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date and Stamp: \_\_\_\_\_