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| **Lesotho National Development Corporation** | |
|  | **Application Form** |

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| **Position Applied For** |  |  |

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| **Personal information** |

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| Surname |  |  |
| First name |  |
| Other Names |  |
| Address |  |
| Telephone |  |
| Cell |  |
| E-mail |  |

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| Nationality |  |  |
| National Identification number |  |  |

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| Date of birth [ Day, month, year] |  |  |
| Place of birth |  |  |

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| Sex |  |  |

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| Marital status |  |  |
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| Criminal Record |  |  |

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| **Motivation to Apply**  *In no more than 350 words please motivate your application in lieu of cover/motivation letter* |

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| **Work Experience**  *Add separate entries for each relevant post occupied, starting with the most recent*. |

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| **•** Dates (from – to) |  |  |
| **•** Name and address of employer |  |  |
| **•** Type of business or sector |  |  |
| **•** Occupation or position held |  |  |
| • Reporting to |  |  |
| **•** Summary of main responsibilities |  |  |

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| **•** Dates (from – to) |  |  |
| **•** Name and address of employer |  |  |
| **•** Type of business or sector |  |
| **•** Occupation or position held |  |
|  |  |
| **•** Main activities and responsibilities |  |

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| **•** Dates (from – to) |  |  |
| **•** Name and address of employer |  |
| **•** Type of business or sector |  |
| **•** Occupation or position held |  |
| • Reporting to |  |
| **•** Summary of main responsibilities |  |

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| **•** Dates (from – to) |  |  |
| **•** Name and address of employer |  |  |
| **•** Type of business or sector |  |
| **•** Occupation or position held |  |
| • Reporting to |  |
| **•** Summary of main responsibilities |  |

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| --- | --- | --- |
| **•** Dates (from – to) |  |  |
| **•** Name and address of employer |  |  |
| **•** Type of business or sector |  |  |
| **•** Occupation or position held |  |
| • Reporting to |  |
| **•** Summary of main responsibilities |  |

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| **Education and Training**  Add separate entries for each relevant course you have completed, starting with the most recent. |

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| • Dates (from – to) |  |  |
| • Name and type of organization providing education and training |  |  |
| • Principal subjects/occupational  skills covered |  |  |
| • Title of qualification awarded |  |  |
| • Level in national classification  (if appropriate) |  |  |

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| • Dates (from – to) |  |  |
| • Name and type of organization providing education and training |  |  |
| • Principal subjects/occupational  skills covered |  |  |
| • Title of qualification awarded |  |  |
| • Level in national classification  (if appropriate) |  |  |

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| • Dates (from – to) |  |  |
| • Name and type of organization providing education and training |  |  |
| • Principal subjects/occupational  skills covered |  |  |
| • Title of qualification awarded |  |  |
| • Level in national classification  (if appropriate) |  |  |

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| • Dates (from – to) |  |  |
| • Name and type of organization providing education and training |  |  |
| • Principal subjects/occupational  skills covered |  |  |
| • Title of qualification awarded |  |  |
| • Level in national classification  (if appropriate) |  |  |

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| • Dates (from – to) |  |  |
| • Name and type of organization providing education and training |  |  |
| • Principal subjects/occupational  skills covered |  |  |
| • Title of qualification awarded |  |  |
| • Level in national classification  (if appropriate) |  |  |

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| **Personal skills**  **and competences**  *Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas*. |

[ Indicate level: excellent, good, basic. ]

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| **[ Specify language ]** |  |  |  |  |  |  |
| **•** Reading skills |  |  |  |  |  |  |
| **•** Writing skills |  |  |  |  |  |  |
| **•** Verbal skills |  |  |  |  |  |  |

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| **Organisational skills**  **and competences**  *Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.* |  |  |

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| **Technical skills**  **and competences**  *With computers, specific kinds of equipment, machinery, presentation etc.* |  |  |

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| **Stakeholders management experience**  *Give an overview of how you manage work related stakeholders.* |  |  |

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| **Other skills**  **and competences**  *Competences not mentioned above.* |  |  |

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| **Work Related Project**  List any three recent work-related projects where you were involved, your role and the date |

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| **PROJECT** | **YOUR ROLE** | **DATES** |
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| **REFERENCES**  Please provide contact details of three referees |

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| **Names** | **Address** | **Cellphone** | **email** |
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| ***I certify that the statement made by me in answering the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or omission of material information made in this form will invalidate my application for employment or may render me liable for dismissal after appointment. I also understand that it may equally provide ground for withdrawal of any offer of appointment or for its immediate cancellation if offer of appointment has already been accepted. Lesotho National Development Corporation is authorized to verify the correctness of all statements and declarations made in this application form.*** | |
| Name and Surname |  |
| Date |  |

**Required Information**

Please send electronic certified copies of certificates.