



ADVANCED PROFESSIONAL COLLEGE

Institute of excellence for professional and vocational education and skills development

Creating a New Breed of Professionals

EMPLOYMENT APPLICATION FORM – GENERAL STAFF

[Please complete all sections clearly, scan and email this form with your CV & certificates to info@apcollege.net. Thank you.]

Title of Position Applying for. Visit www.apcollege.net for more information	E.g. Admin Officer, Sales/Marketing Officer, Accountant, Cleaner, Web Designer, Software Developer		
Name of Applicant	First Name	Middle Name	Last/Family Name
Contact Details	Phone Numbers	Email Address	City of Residence
Contact details of 2 relatives/ references to be contacted for any reason	Full Name / Relation / Phone Number	Full Name / Relation / Phone Number	
List of Academic Qualifications (List Most Recent First)			
List of Professional Certifications (List Most Recent First)			
Essential Work Experience Relating to this Application. Please add details of employer or where the experience was gained.			
Religious Denomination	Religion	Religious Leader's Details (Name, Phone)	Place of Worship
Preferred Working Hours for Part-Time Staff	6-9pm (Mon-Fri)	8am – 5pm (Mon-Fri)	Sat (8am – 6pm)

I hereby affirm that, if I am employed by APC (ADVANCED PROFESSIONAL COLLEGE), I will be professionally-oriented, punctual to work, diligent, courteous to all stakeholders, not mismanage any company resources, report any illicit acts I will be aware of, not accept any gifts from clients, be conscientious not to hurt myself or anybody or destroy any facility, will not engage in any sexual act with any APC (ADVANCED PROFESSIONAL COLLEGE) stakeholder, and will not condone any act which destroys the image of APC (ADVANCED PROFESSIONAL COLLEGE). I will also seek to improve my knowledge, skills and professional practices over time, and be eager to learn and use new technologies and work strategies. I further affirm that APC (ADVANCED PROFESSIONAL COLLEGE) can take lawful action against me if I am found to violate any APC (ADVANCED PROFESSIONAL COLLEGE) policy.

Signature of Applicant:

Date: