



COAL PRICING CELL
Government of the Punjab
Mines & Minerals Department

JOB APPLICATION FORM

Post applied for

Please complete this form fully using black ink or type. Incomplete applications and received after the closing date will not be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED AS CONFIDENTIAL

Section 1 Personal Details

Last Name:

First Name:

Father Name:

Permanent Address:

Present Address:

Date of Birth:

CNIC No:

Mobile Telephone No:

E-mail address:

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 20 years and state nature of business - if not public sector

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Date of joining:

Date of exit:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Date of joining:

Date of exit:

Reason for leaving:

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

| College or University | Course | Qualifications and grades obtained |
|-----------------------|----------|------------------------------------|
| | | |
| | | |
| | | |
| School | Subjects | Qualifications and grades obtained |
| | | |

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

| Professional/Technical/ Management Qualifications | Course Details |
|--|----------------|
| | |
| | |

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any job training as well as formal courses.

| Title of Training Programme or Course | Duration of Course |
|---------------------------------------|--------------------|
| | |

Continue on a separate sheet if necessary

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 7 Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 8 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

| Reference 1 | | Reference 2 | |
|-----------------------|----------------------|-----------------------|----------------------|
| Name: | <input type="text"/> | Name: | <input type="text"/> |
| Position (job title): | <input type="text"/> | Position (job title): | <input type="text"/> |
| Work Relationship: | <input type="text"/> | Work Relationship: | <input type="text"/> |
| Organisation: | <input type="text"/> | Organisation: | <input type="text"/> |
| Address: | <input type="text"/> | Address: | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> |
| | <input type="text"/> | | <input type="text"/> |
| Telephone No: | <input type="text"/> | Telephone No: | <input type="text"/> |
| E-mail: | <input type="text"/> | E-mail: | <input type="text"/> |

Are you willing for this referee to be approached prior to the interview? Yes No

Are you willing for this referee to be approached prior to the interview? Yes No

Section 9 Recruitment Monitoring Form Continued

Gender

Male

Female

Present Status

Internal Applicant

External Applicant

Media

Please state where you saw this post advertised

| |
|--|
| |
|--|

Section 10 Declaration

Statement to be Signed by the Applicant

The Mines & Minerals Department is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that information provided on this form may be used for prevention and detection of crime and it may share with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out for the employment and the job description.
- Where as the undersigned affirms and confirms that there are no proceedings of criminal or terrorist nature against me, either outstanding or settled; and that I have not been declared defaulter, bankrupt, or mentally unsound by any financial, legal or health institution.

Signed:

Date:

(Important Note: Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately applicants who do not hear from Mines & Minerals Department must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

RETURNING THIS FORM



By Hand or Post:

Section Officer (General),
Mines & Minerals Department,
3rd Floor, Rehman Arcade,
Lahore

Enquiries:

Telephone: 042-99213504
042-99211508

For Office Use Only:

| Start Date: | Closing Date | Receiving Date |
|-------------|--------------|----------------|
| | | |