



SOS Children's Villages Namibia

Employment Application Form

Thank you for your interest in employment with SOS Children's Villages Namibia.

Please complete all sections of this employment application form. All fields are mandatory, unless otherwise indicated. Applicants must submit this completed application form together with all required supporting documents, including:

- A detailed Curriculum Vitae (CV)
- Certified copies of academic and professional qualifications
- Valid certificate of conduct/receipt of application
- A certified copy of your Identification documents
- Any other documents specified in the vacancy advertisement

SOS Children's Villages Namibia's completed employment application form and all supporting documents must be submitted by email to recruitment.hr@sos-namibia.org before the closing date stated in the vacancy advertisement.

Only shortlisted candidates will be contacted.

Position Applied For:

Location:

Date of Application:

SECTION A: PERSONAL INFORMATION

Surname:

First Name(s):

National ID/Passport No.:

Date of Birth:

Gender:

☐ Female ☐ Male

Nationality:

Race

☐ Black ☐ White ☐ Other: _____

Marital

☐ Single ☐ Married



Home Languages Spoken:

SECTION B: CONTACT DETAILS

Residential Address:

Mobile Number:

Email Address:

Section C: Driver's License

Do you have a valid driver's licence? ☐ Yes ☐ No

Section D: Eligibility to Work

If you are None – Namibian , are you legally eligible to work in Namibia? ☐ Yes ☐ No

Section E: Educational Qualifications and Certifications

Qualification	Institution

Certifications if applicable

Section F: Employment History

Employer 1

Employer:

Position:

Period (From - To):

Reason for Leaving:

**Employer 2**

Employer:

Position:

Period (From - To):

Reason for Leaving:

Employer 3

Employer:

Position:

Period (From - To):

Section G: Criminal Record

Have you ever been convicted of a criminal offence? ☐ Yes ☐ No

If yes, please provide details:

Section H: Disability

Do you identify as a person with a disability? ☐ Yes ☐ No

Type of Disability

☐ Physical ☐ Visual ☐ Hearing ☐ Other:

Section I: Declaration

I declare that the information provided is true and complete. I authorise SOS Children's Villages Namibia to verify the information provided for recruitment purposes. ☐