



BESTWAY CEMENT LIMITED

APPLICATION FOR EMPLOYMENT

BESTWAY IS AN EQUAL OPPORTUNITY EMPLOYER

Please carefully read the Guidelines on the last page before filling this Form

FOR OFFICIAL USE ONLY

Application accepted/rejected/contingent			
Reasoning			
Date of 1 st interview		Date of 2 nd interview	
Initials		Date	

POSITION APPLIED FOR

Job title	
Department	
Post reference	

Are you at present employed?	Yes		No	
How much notice do you need to give to your current employer?				
Would you accept a temporary position?	Yes		No	
Would you accept a part time position?	Yes		No	

Have you worked for Bestway Group before?	Yes		No	
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When		Where		Employee No.	
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Reasons for leaving Bestway Group	
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Referral source: (Website/ Newspaper/ TV/ Radio/ College/ University placement office/ Employee Referral/ Friend/ word of mouth/ Employment Agency/ Bulletin Board)	Specify source
	Name

NOMINATION FOR PAYMENT OF GRATUITY & FINAL DUES IN THE EVENT OF DEATH

Sr. #	Name	Relationship	Address	Phone No.

- Do you have any caring responsibilities? (e.g. young children, dependant relatives) Yes No
- Have you ever been convicted of a crime? If yes, describe in full, including date and location of court records. A conviction will not necessarily disqualify you from employment and will be considered only if it relates reasonably to the job duties. Yes No
- Do you hold a valid driving Licence? Yes No
- Have you any relatives presently working with Bestway Group. If yes, state name, designation and relationship and company where your relative works _____

- What absences (in number of days) from work have you had in the last 2 years?
Sickness _____ Casual _____ Annual _____ Others _____

HEALTH DECLARATION

A health condition will not necessarily disqualify you from employment and will be considered only if it relates reasonably to the job duties.

- Do you suffer from any chronic disease or repetitive illness? Yes No
- Do you have any disability (see definition) Yes No
- Have you had any major illness or accident in least five years? Yes No

If the answer to any of the above is YES, please provide as much details as possible.

EDUCATION

Certificate(s)/Diploma(s) Degree(s)	Name of Schools /Colleges	City and Country	Dates attended		GPA or Percentage	Month & Year of Award
			From	To		
Matriculation / O-Levels / GCSE or equivalent						
Intermediate / A-Levels or equivalent						
Graduation						
Post-Graduate / Professional						

❑ FUTURE PLANS

❑ TRAINING SECTION

List any training you have received or courses which did not lead to a qualification but which you feel are relevant to the job you are applying for.

○ PROFESSIONAL TRAINING

Description	Conducted by Organization /Institution	City and Country	Dates attended		Level attained	Date of Award
			From	To		

○ OTHER TRAINING

Description	Conducted by Organization /Institution	City and Country	Dates attended		Level attained	Date of Award
			From	To		

□ EMPLOYMENT RECORD

Begin with your present or most recent employment. Include any periods of self-employment. If more than one position has been held with the same employer, list each position separately with most recent position first.

Attach original or a certified copy of your most recent payslip .Please be aware that information provided in this section will be confirmed with your present / most recent employer

Employer						
Nature of Business						
Address, phone, fax, email						
Manager's / Supervisor's name						
Position held /Title/Designation						
Number of staff who directly report to you						
Brief description of duties, responsibilities and accomplishments						
Dates of employment	From	To	From	To	From	To
Starting salary package						
Ending salary package						
May we contact the employer?						
Reasons for wishing to leave or for having left						

Expected salary package from Bestway	
Future career aspirations	

☐ SELF ASSESSMENT

Please make a candid self-assessment of what you consider to be your strengths and areas of improvement:

☐ ACCOMPLISHMENTS

Briefly describe what you believe to be your three most substantial accomplishments and explain why you view them as such:

☐ SUPPORTING STATEMENT

Briefly demonstrate how your skills and experience meet the requirements of the job applied for:

☐ DISTINCTIONS, HONOURS AND AWARDS (ACADEMIC, EXTRACURRICULAR, BUSINESS, COMMUNITY OR OTHERS)

☐ HOBBIES, ACTIVITIES AND INTERESTS

REFERENCES

Please provide details of three people who know you and your work to whom personal and professional reference can be made:

	Present or most recent employer (Head of Department)	Person you know in a professional capacity outside your present or most recent place of employment	A relative or a person you know in a personal capacity
Title and Name			
Position held			
Full address			
E-Mail			
Telephone			
Fax			
Mobile			
How long known			

DECLARATION

I certify that the information provided by me in this form and all transcripts/documents submitted herewith or in connection with this application for employment is accurate and true, and may be subject to verification, I understand that falsification or concealment of any information, may disqualify my application and/or be ground for disciplinary action up to and including termination and /or legal action. Unless otherwise indicated, I agree and give my consent that any person, firm or organisation listed herein is authorised to furnish Bestway with reference material concerning my character, past employment or any other information requested.

Signatures _____

Date _____

(Applicant shall be deemed to have signed this Form and made the above Declaration if this Form is submitted through email without signatures of the applicant).

□ GUIDELINES FOR FILLING THE FORM

If you have any problem completing this form please contact the Personnel Department at + 92 (0) 51 265 4856. You may also wish to submit a CV, but if you do please note that it would still be necessary to complete and submit this form in full.

You must provide all information requested in this form to avoid rejection of your application.

Use additional sheet where necessary.

Type or print in black or blue ink and in BLOCK CAPITALS.

Any information you provide is confidential.

The acceptance of this form does not in any way whatsoever assure eventual employment with Bestway.

Please note that your application will not be acknowledged unless you include a stamped self-addressed envelope.

Only shortlisted candidates will be notified of the outcome of their applications; if you do not hear within six weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

This form may be:

- emailed to careers@bestway.com.pk , or
- sent through post to, or handed in at
Personnel Department
Bestway Cement Limited
Bestway Building
19-A, College Road
F-7 Markaz
Islamabad 44000
Pakistan.

Disability:

A disability is a permanent physical , mental or sensory condition. The disability must be substantial rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy, or surgical means. This confidential information is solicited only to ensure compliance with our policy of providing equal opportunities to all prospective candidates. It should not be construed and will not be considered as a request for accommodation.

Salary package:

Means gross salary before deduction of any taxes or contributions (e.g. pension, provident fund etc.) plus any other monetary and non-monetary perquisites and benefits (e.g. bonuses, provident fund, gratuity, medical insurance, life insurance, company maintained vehicle, LFA, paid leave, etc.)