|  |  |
| --- | --- |
| ***Business Logo Here*** | **Business Name Here**  ***Complete business address with city, state and zip code***  ***Phone: xxxxxxxxxx, Fax: xxxxxxxxxxx***  ***Email: abc@example.com***  ***Website: www.websiteaddress.com*** |

|  |
| --- |
| Part I. Applicant Information – To be completed by applicant |
| **Name:**\_\_\_\_\_\_John Doe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employment Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_003\_\_\_\_  **Position Title:** \_\_\_trainee IT technician\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_yok10\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone:** Business \_\_\_\_040567890\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Part II. Employer Verification – To be completed by supervisor or personnel officer.** |
| **The individual named above is applying for Position Name in Company Name Here. Please verify the employment status for this individual:** **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Jane Who\_\_\_\_\_\_\_\_\_ **Position Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager\_\_\_\_\_\_\_ **School Division:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_56\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Oulu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone:** \_\_\_\_\_\_\_\_04078078\_\_\_\_\_\_\_\_\_\_\_ **Nature of Association with Applicant:** \_\_\_\_\_\_Imediate supervisor\_\_\_\_\_\_\_  **Have any disciplinary actions been taken against this applicant by an immediate supervisor or by the Higher Authorities?** \_\_\_\_\_Yes \_\_X\_\_\_No  **Comments:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Works with Computer hardware section, gain hands on experience on Linux\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature**  **Date** |