

**Application Form for the post of Reception Officer**

(Call for application issued by the Malta Union of Teachers in April 2018)

**Section A – PERSONAL DETAILS**

*(To be filled by all applicants)*

|  |
| --- |
| Name |
| Identity Card Number |
| Address |
| Date of Birth |
| Telephone/Mobile Number |
| Email |

**Section B – DOCUMENTATION**

*(To be filled by all applicants – please tick [✓] where applicable)*

Copies of documents included (originals to be presented during interview):

[ ] European Curriculum Vitae *(required)*

[ ] Qualification certificates *(as requested by the Call for Application)*

[ ] Certificate of Conduct issued by the Police in the last six months immediately preceding the closing date *(required)*

[ ] Other Documents *(specify the number of documents if applicable\_\_\_\_\_)*

**Section C – DECLERATION**

*(To be filled by all applicants)*

I declare that I am a citizen of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(fill in country name).* I also declare that all details in this application form are correct and accurate.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

**Section D – RECEIPT**

*(For Office use only)*

|  |
| --- |
| Application received on |
| Application received by |
| Comment  |

**Closing Date** – This application form together with a copy of the documents requested must reach the Malta Union of Teachers by **Thursday 3rd May 2018.**

**Information Protected** – Personal Information on this application form is protected and used in accordance with the provisions of the Data Protection Act.