



Pre-Employment Form & Declaration

Full Name _____ Date of Birth: _____
 Position Applied For: _____ CNIC No: _____
 Contact Number: Mobile _____ Contact Number: Residence: _____

Academic Background:

Name of Degree	Name of Institute	Passing Year	CGPA/Grade/Percentage

Employment history (starting from current employer):

Employer Name	Start Date	End Date	Reason for Leaving	Contact Details

I am currently holding a second job apart from the one mentioned above (including voluntary work)

Yes No

If yes, please provide the following details

Name of Organization	Designation/Role	Starting Month & Year of Employment

Last Gross Salary Drawn from your current / previous permanent employer: _____

Allowances/Benefits in your last job: _____

Expected Gross Salary from the role applied for: _____

How did you hear about this position?

Internal Candidate	<input type="checkbox"/>	
Facebook Job Post	<input type="checkbox"/>	
Other Website; please mention name	<input type="checkbox"/>	
Headhunter; please mention name	<input type="checkbox"/>	Name: _____ Contact No: _____
Employee Referral	<input type="checkbox"/>	Name: _____ Contact No: _____

Give names, addresses and telephone contacts of one personal and two professional references:

Name	Occupation	Contact Details

Have you been involuntarily separated from any of your previous employers within the past 5 years?

Yes No

If yes, please state the reasons:

At Sehberg, there is great emphasis on a shared commitment towards integrity. We uphold our code of conduct with great pride as it enables us to comply with laws and maintain high standards of business ethics.

At the foundation of this promise is open communication and transparency which is ensured in all people and business processes. Recruitment, being a key process, also reflects similar commitment to ensure a merit based selection free of any possible conflict of interest.

To help us meet our legal and ethical commitments, we would appreciate your time to fill out the following section of the pre-employment form to enable transparent information sharing. This will help us evaluate and accordingly manage any possible conflict of interest situation.

Declaration

I was previously employed by Sehberg Yes No

If yes, please provide the following details

Department	Name of Supervisor	Designation	Date of Employment

Reasons for Leaving: _____

I have immediate family members/relatives employed at Sehberg Yes No

Individual's spouse, parents/step parents, children/step children, siblings/step siblings, nephews/nieces, aunts/uncles, grandparents, grand children, in-laws, or close personal relationships (including first cousins)

If yes, please provide the following details

Name	Relationship	Designation	Division/Department	Contact Details

I have been employed at Sehberg's subsidiaries/vendors/affiliates Yes No

Subsidiaries: Companies directly or indirectly controlled by Sehberg namely, Business & Communications Systems (Pvt.) Limited, LinkdotNet Telecom Limited, LinkdotNet Pakistan (Pvt.) Limited, Sehberg Foundation, Pakistan MNP Database (Guarantee) Limited, Cellevision (Pvt.) Limited, WOL AJK (Pvt.) Limited, WOL GB (Pvt.) Limited

Affiliates: Companies directly or indirectly controlled by shareholders of Sehberg namely Waseela Microfinance Bank Limited

Vendors: Companies or individuals having valid services or supply contract with Sehberg such as KHL, Alcatel, Huawei, Ericson etc.

If yes, please provide the following details

Name of Organization	Category (subsidiaries/vendors/affiliates)	Designation	Year of Employment

I have been/am a Government Employee or Official Yes No

Government Employee or Official: Any employee or official acting in an official capacity or exercising a public function, or candidate for such position, regardless of rank, of any government organization, regulatory authority, department or agency, or any public international organization or political party, or any enterprise owned or controlled by any such governmental organization.

If yes, please provide the following details

Name of Organization	Designation/Role	Year of Employment

I have been/am employed with Sehberg’s (or any other VimpelCom subsidiary’s) Auditors

Auditors: External Auditor of any VimpelCom subsidiary currently or in the past 3 years

Yes

No

If yes, please provide the following details

Name of Organization	Designation/Role	Year of Employment	Last Working Day (date)

I have my spouse employed by another Telecom company in Pakistan?

Yes

No

If yes, please provide the following details

Name	Designation	Employer Name/Department	Contact Details

Employment with Sehberg requires a pre-employment background screen, which consists of work history verification, criminal & bankruptcy background check, education verification. Do you agree to these requirements?

Yes

No

Any information given above, if found incorrect may lead to rejection of the application (pre hiring) or a disciplinary action (post hiring)

I Agree

I Do Not Agree

Applicant’s Signature

Day/Date

Sehberg is an equal opportunity employer. All decisions concerning the employment relationship are made without regard to race, religion, caste, creed, gender, ethnicity, residence or place of birth and any other status or characteristic protected by the Constitution of the Islamic Republic of Pakistan.

In case any of these checks/ verifications surfaces negative findings at the sole discretion of the Company, the Company shall have right to forthwith decline my application for job/ terminate services with the Company.