CAREER OPTIONS AFRICA GROUP

JOB APPLICATION FORM

TECHNICAL AND MIDDLE LEVEL POSITIONS

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| POSITION | | | | | | | SALES EXECUTIVE – CONSULTANCY SERVICES (FRESH GRADUATE) | | | |
| A. | | | | Personal details | | | | | | |
| 1st Name | | | | | |  | | 2nd Name | 3rd Name |  |
| Age based on last | | | | | |  | | Gender |  | |
| B | | QUALIFICATIONS | | | | | | | | |
| **Professional Qualifications** | | | | | | **Professional award** | | **Awarding Institution** | **Year of Award** | **Any special recognition** |
| Highest Professional qualification | | | | | |  | |  |  |  |
| Other Professional qualification | | | | | |  | |  |  |  |
| Other Professional qualification | | | | | |  | |  |  |  |
| C | | | | | ACADEMIC QUALIFICATIONS | Academic award | | Awarding /attended Institution | Year of Award | Level/Class of award |
| Master’s degree | | | | | |  | |  |  |  |
| Bachelor’s degree | | | | | |  | |  |  |  |
| Higher Diploma | | | | | |  | |  |  |  |
| KACE | | | | | |  | |  |  |  |
| KCE/KSCE | | | | | |  | |  |  |  |
| D | CAREER /ON JOB TRAINING HISTORY | | | | | | | | | |
| Employer | | | | | | Job tittle | | Reporting to | Start Date | End date |
| 1 | | |  | | |  | |  |  |  |
| 2 | | |  | | |  | |  |  |  |
| E | | | **SKILLS AND COMPETENCIES MAPPING**  **List three (3) specific competences relevant to the position you ate applying for in the form of Skills and competences leaned and actually applied in past positions held. State the specific task performed, skill/competence applied, technology or methodology applied and results accomplished**.  Example relevant to this position  Special Skill/Competence - Sales Process Management  As a sales intern at XVY limited I was exposed to the sales process for ABC software. I leant the software features and functionality, how to make presentations on the software to potential buyers emphasizing the specific software attributes that were most suited to their business, the sales contracting process, the software customization process and technical support services to be provided to the customers after purchase. I also leant how to make post purchase customer follow up calls and specific feedback to obtain from customers on their user experience, challenges encountered and their proposed improvements on the software | | | | | | | |
|  | | | Skill/competence | | | Skills Competence description | | | | Position and employer |
| 1 | | |  | | |  | | | |  |
| 2 | | |  | | |  | | | |  |
| 3 | | |  | | |  | | | |  |
| F | | | SALARY | | | | | | | KSH. |
| 1 | | | Current/Last Salary | | | | | | |  |
| 2 | | | Expected salary for this position | | | | | | |  |
| G | | | AVAILIABILITY | | | | | | | TIME ON WEEKS |
|  | | | State how soon you can take up new position on receiving job offer | | | | | | |  |