





**INSERT / AFFIX
PHOTO**

35 x 45 mm

*Recent passport-size photograph
(35 x 45 mm)*

CANDIDATE REGISTRATION & CV INTAKE FORM

HR Outsourcing • Recruitment & Placement • Professional CV / Résumé Services

Equal Opportunity.

ShaQo Kaab Solutions practices an Equal Opportunity Policy in all recruitment and placement processes and is committed to excellence through diversity. The information you provide is used to register you in our talent pool and, where requested, to prepare your professional CV/Résumé.

How to complete:

Type directly into the grey fields and tick the relevant boxes, or print and complete legibly in BLUE ink. Please complete every section, even if you are attaching a CV. Mark fields that do not apply as "N/A".

OFFICE USE ONLY

Date Received:

Candidate ID:

Received By:

(Stamp)

1. GENERAL INFORMATION

Full Applicant Name:					
National ID / Passport No.:				Nationality:	
Address (Street):					
District:		City:		State / Region:	
Mobile (Telesom):		Mobile (Somtel):			
WhatsApp No.:		Email:			
Date of Birth (dd/mm/yyyy):		Gender:	☐ Female ☐ Male		
Are you a Somaliland citizen? ☐ Yes ☐ No Marital Status: ☐ Single ☐ Married					

2. NEXT OF KIN / EMERGENCY CONTACT

Kin Full Name:				Relationship:	
Address (Street):					
District:		City:		State / Region:	
Mobile (Telesom):			Mobile (Somtel):		
Email / WhatsApp:					

3. DESIRED CAREER (SECTOR OR POSITION)

Position Applying For:			
Available Start Date (dd/mm/yyyy):		Desired Salary (USD / month):	
Preferred Employment Sector (tick all that apply)			
☐ Agriculture ☐ Banking & Finance ☐ Construction ☐ Education			
☐ Government / Public ☐ Health & Science ☐ ICT / Technology ☐ NGO / Humanitarian			
☐ Hospitality ☐ Logistics / Transport ☐ Retail / Trade ☐ General Labour			
Other (specify):			
Employment Type			
☐ Full Time ☐ Part Time ☐ Contract ☐ Internship ☐ Remote			

4. EDUCATION BACKGROUND

Higher Education (Universities & Colleges)				
Institution	Program / Field	Degree Type	Location	Years Attended

5. CAREER DEVELOPMENT & TRAINING

Private Institutions

Institution / Provider	Program / Title	Year	Location	Credential? (Y/N)

Online Courses

Institution / Provider	Program / Title	Year	Location	Credential? (Y/N)

Seminars

Institution / Provider	Program / Title	Year	Location	Credential? (Y/N)

Workshops

Institution / Provider	Program / Title	Year	Location	Credential? (Y/N)

6. WORK HISTORY (MOST RECENT FIRST)

Employer / Organisation	Position Title	Period (Start - End)	Location	Salary (USD)

7. REFERENCES

Referee Name	Position Title	Company / Organisation	Tel / Mobile	Email

8. SELF-ASSESSMENT

Describe yourself in 3 words:	
List 3 personal attributes / soft skills:	
List 3 technical skills:	
List 3 key achievements:	
Main computer & software applications:	

9. PERSONAL SWOT ANALYSIS

A personal SWOT analysis is a strategic framework to map your Strengths and Weaknesses and identify Opportunities and Threats that affect your professional growth.

Strengths	Weaknesses
Opportunities	Threats

10. ATTACHMENTS CHECKLIST

☐ CV / Résumé ☐ Education Certificates ☐ National ID / Passport copy
☐ Passport-size Photo ☐ Reference Letters ☐ Other:

11. ACKNOWLEDGEMENT & DECLARATION

I, _____, hereby acknowledge that the information provided in this form is true and accurate to the best of my knowledge. I understand the importance of providing honest and transparent details regarding my skills, qualifications, work experience and achievements.

I consent to Shaqo Kaab Solutions storing and processing this information for the purposes of recruitment, placement and professional CV/Résumé preparation. By signing below, I confirm that I have read, understood and agree to the requirements stated above.

Applicant Signature:		Date (dd/mm/yyyy):	
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