LUSAT
(Large-Scale Ubiquitous Sensor-Actuator Technology)

# Employment Application Questionnaire

Application for employment: to be completed by the applicant

Thank you for your interest in joining us. Please complete every section that applies to you, in capital letters or by typing into the fields, and mark any question that does not apply as N/A. You may attach a CV and copies of certificates, but please do not write "see CV" in place of answers. Information you provide will be used only for recruitment purposes and handled confidentially.

## 1. Position Applied For

| | |
|---|---|
| **Organisation name** | LUSAT Investments Limited |
| **Position / job title applied for** | |
| **Department / unit** | |
| **Vacancy reference no. (if any)** | |

**How did you hear about this vacancy?**

- ☐ Company website
- ☐ LinkedIn / online job board
- ☐ Referral by a current employee
- ☐ University / college career office
- ☐ Newspaper / print advert
- ☐ Social media
- ☐ Recruitment agency
- ☐ Other (specify below)

| | |
|---|---|
| **Other source or name of referrer** | |

**Type of employment sought**

- ☐ Full-time
- ☐ Fixed-term contract
- ☐ Part-time
- ☐ Internship / attachment

| | |
|---|---|
| **Earliest available start date** | |
| **Notice period with current employer** | |
| **Expected salary (ZMW, per month, gross)** | |

**Are you willing to work at field sites or travel within Zambia if required?**

- ☐ Yes
- ☐ No
- ☐ Yes, with some limitations (explain in Section 9)

## 2. Personal Details

| | |
|---|---|
| **Full name (as on ID document)** | |
| **Preferred name (optional)** | |
| **NRC or passport number** | |
| **Date of birth (optional)** | |
| **Nationality** | |

**If you are not a Zambian citizen, what is your work permit status?**

- ☐ Not applicable (Zambian citizen)
- ☐ Hold a valid work permit / employment permit
- ☐ Application in progress
- ☐ Would require sponsorship

| | |
|---|---|
| **Permit number and expiry date (if held)** | |
| **Residential address** | |
| **Town / city and province** | |
| **Postal address (if different)** | |
| **Mobile phone number** | |
| **Alternative phone number** | |
| **Email address** | |

> ***Note:*** *We do not ask for, and you should not provide, information about tribe, religion, marital status, pregnancy, HIV or other health status, political opinion, or any other personal characteristic that is not relevant to the job.*

## 3. Education and Qualifications

List your education, starting with the most recent. Include secondary school, college, university and trade or technical training.

| Institution | Qualification / award | Field of study | From (yr) | To (yr) | Grade / class |
|---|---|---|---|---|---|
| | | | | | |
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## 4. Professional Certifications and Registrations

List memberships of professional bodies and any certifications or licences held (for example, registration with the Engineering Institution of Zambia, an electrical installation licence, or vendor and safety certifications).

| Professional body / certification | Membership or certificate no. | Grade / level | Date obtained | Expiry date |
|---|---|---|---|---|
| | | | | |
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## 5. Employment History

Start with your current or most recent employer. Include internships, attachments, voluntary work and self-employment. Please explain any gaps in employment of more than six months below.

| Employer and location | Position held | From (mm/yy) | To (mm/yy) | Main duties and achievements | Reason for leaving |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
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**May we contact your current employer before an offer is made?**

- ☐ Yes
- ☐ No
- ☐ Not currently employed

**Explanation of any gaps in employment**

## 6. Skills and Competencies

**Technical skills (tick all that apply)**

- ☐ Electrical installation and wiring
- ☐ Solar PV design / installation
- ☐ Battery energy storage systems
- ☐ Hydro / hydrokinetic power systems
- ☐ IoT sensors and embedded devices
- ☐ Energy monitoring and metering
- ☐ Data analysis / AI / machine learning
- ☐ Networking and telecommunications
- ☐ SCADA / control systems
- ☐ Mechanical maintenance
- ☐ Project management
- ☐ Health, safety and environment (HSE)

**Other technical skills, tools or equipment you are competent with**

**Computer skills (tick all that apply)**

- ☐ Word processing and spreadsheets
- ☐ CAD (e.g. AutoCAD)
- ☐ Programming (e.g. Python, C/C++)
- ☐ Database / SQL
- ☐ Cloud platforms
- ☐ GIS / mapping software

**Languages: tick the level that best describes your proficiency**

| Language | Basic | Conversational | Fluent | Native / first language |
|---|---|---|---|---|
| English | ☐ | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ | ☐ |

**Do you hold a valid driving licence?**

☐ Yes ☐ No

| | |
|---|---|
| **Driving licence class / category** | |
| **Licence expiry date** | |

## 7. Short-Answer Questions

**a) Why are you interested in this role and in working with our organisation?**

**b) Describe the experience you have that is most relevant to this position.**

**c) Describe a technical or work challenge you solved. What was the situation, what did you do, and what was the result?**

**d) What are your main strengths, and which areas are you working to develop?**

**e) Safety awareness: describe how you would keep yourself and others safe when working with electrical, solar, or water-based energy equipment.**

## 8. References

Please give two or three referees who can comment on your work or studies. At least one should be a recent supervisor. Referees should not be relatives.

| Full name | Position and organisation | Relationship to you | Phone | Email |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## 9. Additional Information

**Do you have any criminal convictions that are relevant to the role applied for?**

☐ No ☐ Yes (give details below)

**Details of relevant convictions (if any)**

> ***Note:*** *A conviction will not automatically prevent you from being considered. Each case is assessed individually, taking into account the nature of the offence, when it occurred and its relevance to the role.*

**Do you need any reasonable adjustments or support to attend an interview or assessment?**

☐ No ☐ Yes (describe below)

**Adjustments or support requested**

**Do you have any business interest, relationship with a current employee, or other circumstance that could create a conflict of interest?**

☐ No ☐ Yes (describe below)

**Details of possible conflict of interest**

**Anything else you would like us to know in support of your application**

## 10. Declaration and Consent

I confirm that the information given in this questionnaire and any attached documents is true, complete and accurate to the best of my knowledge. I understand that false, misleading or omitted information may lead to my application being rejected or, if employed, to disciplinary action including dismissal.

I consent to the organisation collecting, storing and processing the personal data in this application for the purposes of recruitment and selection, including verifying my qualifications, identity and right to work. I understand my data will be kept securely, shared only with those involved in recruitment, and retained only for as long as needed.

**Consent (please tick)**

- ☐ I agree to the processing of my personal data for recruitment
- ☐ I consent to the organisation contacting my referees
- ☐ I consent to verification of my qualifications and certifications
- ☐ Keep my details on file for future vacancies (optional)

| Applicant | Full name | Signature | Date |
|---|---|---|---|
| **Applicant** | | | |

## 11. For Office Use Only

| | |
|---|---|
| **Received by (name)** | |
| **Date received** | |
| **Application reference no.** | |

**Shortlisted**

☐ Yes ☐ No

| | |
|---|---|
| **Interview date and time** | |
| **Interview panel** | |

**Outcome**

☐ Offer made ☐ Reserve list

☐ Not successful ☐ Withdrawn by applicant

| | |
|---|---|
| **Date applicant notified** | |

| Role | Name | Signature | Date |
|---|---|---|---|
| **HR officer** | | | |

> ***Note:*** *This template is provided for general guidance. Review it against applicable Zambian employment and data-protection law, and company policy, before use, including for retention periods of applicant records.*