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Job Application Form

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| --- | --- |
| Position Applied for: | Photo |
| Job Reference: |
| Total Years of Professional Experience: |
| Total Years of Relevant Job Experience: |
| Required Notice Period: |

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| --- |
| **Personal Details** |
| Full Name:  |
| Father’s Name:  |
| Mother’s Name:  |
| Sex:  | Nationality |
| Date of Birth: | Marital Status: |
| Passport Number:  | National ID Number: |
| Present Address: |
| Permanent Address:  |
| Contact Number:  | Work: | Home:  | Cell Phone:  |
| Email Address:  |

| **Employment History**[Put latest experience first and then each job in reverse chronological order (last to the first)] |
| --- |
| 1. Period: Start – End
 | Organization name and address:  |
| Position:  |
| Key responsibilities: |
| Reason for leaving:  |
| 1. Period: Start – End
 | Organization name and address:  |
| Position:  |
| Key responsibilities: |
| Reason for leaving:  |
| 1. Period: Start – End
 | Organization name and address:  |
| Position:  |
| Key responsibilities: |
| Reason for leaving:  |
| 1. Period: Start – End
 | Organization name and address:  |
| Position:  |
| Key responsibilities: |
| Reason for leaving:  |

 [Use separate page with similar format for additional information, if necessary]

|  |  |
| --- | --- |
|  | **Educational Background**[Put the highest degree first and then each degree in reverse chronological order, (highest to lowest)] |
| **Name of Degree** | **Major** | **Year** | **Name of Institute** | **Result** |
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|  |  |  |  |  |
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|  |  |  |  |  |

 [Use separate page with similar format for additional information, if necessary]

| **Training on Professional Development** |
| --- |
| Training/Workshop/Seminar | Institution | Duration |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[Use separate page with similar format for additional information, if necessary]

|  |
| --- |
| **Computer Proficiency**(Please use tick √ mark to share expertise in these software & tools.) |
|  | Professional  | Average | Beginner |
| Microsoft Word |  |  |  |
| Microsoft Excel  |  |  |  |
| Microsoft PowerPoint |  |  |  |
| Microsoft Access |  |  |  |
| Microsoft Outlook |  |  |  |
| Internet Applications |  |  |  |

|  |
| --- |
| **\*Language Proficiency**[Please write your level of proficiency in the following criteria} |
|  | Reading | Writing | Speaking |
| Bengali |  |  |  |
| English |  |  |  |
| Others (if any) |  |  |  |

\* A = Excellent B = Good C = Average

| Describe below how you fit into this position (max 150 words) |
| --- |
|  |

|  |
| --- |
| **Referees** [Professional and Academic (non-relatives)] |
| Name: | Name: | Name: |
| Title: | Title: | Title: |
| Mailing address: | Mailing address: | Mailing address: |
| Contact numbers:  | Contact numbers:  | Contact numbers:  |
| Email address:  | Email address:  | Email address:  |
| **Declaration** |
| Have you ever been convicted of a crime? If yes, please mention details. |
| I do hereby declare with my signature that the above-mentioned information is correct. I understand that falsification of any information provided on this application will disqualify me from the candidature.  |
| Signature:  | Date:  |