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Job Application Form

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |

[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: | |