

Bangladesh Office

SECTION A: PERSONAL INFORMATION

(Information from serial numbers 1 to 5 is mandatory. Please provide your information from numbers 6 to 9 only if you are willing)

Photo	1. Full Name:	
	2. Present Address:	
	3. Permanent Address:	
	4. Telephone No.:	
	5. E-mail Address:	
6. Date of Birth (dd/mm/yyyy):		7. Citizenship:
8. NID or Passport No.:		9. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other

Section B: JOB APPLIED FOR

Name of Position:	
Reference Number (if any):	
Source of information:	
Expected Gross Salary (per month):	

Section C: WORK EXPERIENCE

(Starting with your present occupation, please list all previous work experiences in reverse order. List any period of unemployment of more than six months' duration)

C (1)

Job Title:	
Duration Starting from:	Till:
Employers Name:	
Employers Address:	
Brief description of major responsibilities:	
Gross Annual Salary:	
Reason for Leaving:	

C (2)

Job Title:	
Starting from:	Till:
Employers Name:	
Employers Address:	
Brief description of major responsibilities:	
Gross Annual Salary:	
Reason for Leaving:	

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Section E: Languages

(Please list your mother tongue first in the language column and enter the level excellent, very good, good or poor under the appropriate column)

Sl No.	Language	Understanding		Speaking		Writing
		Listening	Reading	Spoken interaction	Spoken production	

Section F: Skills

F (1) Communication

(Please list your communication skills. Specify in what context they were acquired. Example: good communication skills - gained through my experience as a sales manager. Please list a maximum of five relevant skills below)

Sl No.	Skill and context

F (2) Organizational and job-related skills

(Please list the organizational and job-related skills you think are appropriate for the position you are applying. Specify in what context they were acquired. Example: leadership - currently responsible for a team of 10 people. Please list a maximum of five relevant skills below)

Sl No.	Skill and context

F (3) ICT and other skills

(Please list your ICT and other skills. Specify in what context they were acquired. Example: Good command of photo editing software - gained as an amateur photographer. Please list a maximum of five relevant skills below)

Sl No.	Skill and context

Section G: List all organizations you are or have been affiliated with. This list includes all affiliations, whether social, professional, fraternal, etc. (Please list a maximum of five organizations below)

Sl No.	Organization Name and affiliation

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Section H: List civic, public or international affairs activities and name any significant publications you have written. (Please list a maximum of five publications or activities below)

Sl No.	Title and a brief description

Section I: Please describe why you think you are the perfect candidate for this position. (Maximum 300 words)

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Section J: Please describe how you will contribute to achieving our organizational goals using your experience and skill. (Maximum 300 words)

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Section K: What do you know about the "Trade Union" movement in Bangladesh? (Maximum 300 words)

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Section L: If you are selected for the position, how much notice period would you need before the appointment? (Days)

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Section M: Have you any objections to our making inquiries of your present employer? (Yes or No)

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Section N: Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military? (If yes, then please describe)

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Section O: References

(List three persons (including your most recent supervisor) not related to you who are familiar with your character and qualifications)

Name in full	Reference: 01	Reference: 02	Reference: 03
Name			
Designation			
Organization			
Phone number			
E-mail Address			
Mailing Address			

Section P: Declaration

I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action, including dismissal.

Place and Date: _____ Name: _____ Signature: _____

ANNEXES: (Please list the documents attached; i.e., certificates, letter of recommendation/experience)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	