**EMPLOYMENT APPLICATION FORM**



Affix recent passport size photograph

VACANCY No. : -------------------------------------------------------

POSITION APPLIED FOR: -----------------------------------------------------

1. **PERSONAL DETAILS**

Name : -----------------------------------------------------------------------

CID No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permanent Address:**

Village\_\_\_\_\_\_\_\_\_\_\_\_\_ Gewog \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dzongkhag \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thram No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Telephone: (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present Address (if it is different from the permanent address)**

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred contact Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently employed? Yes No

Are you available to commence employment immediately? Yes No

If not, what is your current notice period? ------------------days/weeks/months

1. **EDUCATION QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Sl. No.* | *Name of Educational*  *Institute* | *School/College/University/*  *Institution* | *Year of Graduation* | *Certificate/Diploma/Degree/ Post-graduate/ Professional degree awarded.* |
| 1 | Certificate/Diploma/Degree |  |  |  |
| 2 | Post Graduate/ Professional degree |  |  |  |
| 3 | Specialized training skills/ extra -curricular activities etc. |  |  |  |

1. **EMPLOYMENT HISTORY (if applicable):**

Please list your current/recent employer first.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer: 1** |  | Dates Employed |  |
|  |  |  |  |
| Address: |  | From: |  |
| Telephone No: |  | To: |  |
| Job Title: |  | Manager/Supervisor: |  |
| Type of Business: |  | Reason for Leaving: |  |
|  |  |  |  |
| **Employer: 2** |  | Dates Employed |  |
| Address: |  | From: |  |
| Telephone No: |  | To: |  |
| Job Title: |  | Manager/Supervisor: |  |
| Type of Business: |  | Reason for Leaving: |  |

Additional pages of employment experience are attached to this application X

1. SPECIAL SKILLS & QUALIFICATIONS

Please list any additional skills/memberships/licenses/certificates you feel support your application:

1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **DECLARATION**

Please read carefully and sign the statement below: I understand and agree that:

* Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews, shall justify the refusal of employment, or termination of employment.
* I have enclosed all the required documents as per the TOR and I understand that my application will be rejected, if the documents are incomplete.
* I agree to GBCL retaining this application along with all documents submitted after the completion of the selection process.

***I certify that all information and documents provided are true and correct to the best of my knowledge and I also understand that my candidature is liable to be rejected during the selection process and service terminated, if the document submitted and information furnished are found incorrect at any time during my employment with GBCL.***

Signature : …………………………………………

Date: ……………

Place: -----------------