**SOS CHILDREN’S VILLAGES BANGLADEDSH**

**EMPLOYMENT APPLICATION FORM**

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** |  |
| **JOB LOCATION** |  |

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| --- |
| *P.P Size Photo* |

**PERSONAL INFORMATION:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME:** |  | | | | | | |
| **FATHER’S NAME:** |  | | | | | | |
| **MOTHER’S NAME:** |  | | | | | | |
| **DATE OF BIRTH:** | DD | | MM | YY | **SEX:** | |  |
|  | |  |  |
| **AGE AS ON APPLICATION DATE:** | YY | | MM | DD | **MARITAL STATUS:** | |  |
|  | |  |  |
| **NATIONALITY:** |  | | | | **E-MAIL ADDRESS:** | |  |
| **ADDRESS:** | PRESENT | | | | | PERMANENT | |
|  | | | | |  | |
| **CONTACT NO:** | MOBILE NO | | | | | ALTERNATIVE / EMERGENCY MOBILE NO | |
|  | | | | |  | |
| Do you have any relative who currently works at SOS Children’s Villages Bangladesh or previously worked? Yes/No  (If yes mention detail of them with relation):  Name:  Designation:  Job Location:  Duration:  Type of relation: | | | | | | | |
| **Expected Salary Range:** | |  | | | | | |

**ACADEMIC QUALIFICATION (Please start your recent qualification first):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE OBTAINED** | **GROUP / MAJOR** | **NAME OF INSTITUTION** | **GRADE / RESULT** | **YEAR OF COMPLETION** |
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**PROFESSIONAL QUALIFICATION (IF ANY):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE OBTAINED** | **NAME OF INSTITUTION** | **GRADE / RESULT** | **DURATION** | **YEAR OF COMPLETION** |
|  |  |  |  |  |
|  |  |  |  |  |

**TOTAL WORK EXPERIENCE IN RELEVANT FIELD: (Only for experienced applicant) ……………………..**

Please list your work experience beginning with your most recent job held (please insert additional row if you have more than one work experience). If you are self-employed, give detail:

|  |  |
| --- | --- |
| Organization Name:  Designation:  Department:  Job Location: | **Employment duration** |
| From:  To: |
| Name of the supervisor:  Mobile Number:  Email Address: | **Salary** |
|  |
| Reason for leaving (Please be specific): | |

|  |  |
| --- | --- |
| **Please list two references (Mandatory). Unless you specify otherwise, referees will be contacted if you are short-listed.** | |
| Name:  Position:  Organization:  Address:  Contact No.:  Email address:  Relation: | Name:  Position:  Organization:  Address:  Contact No.:  Email address:  Relation: |

**TRAININGS AND DEVELOPMENT: (ONLY RECENT & MAJOR ONES)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TRAINING TITLE** | **INSTITUTIONS NAME** | **LOCATION** | **DURATION** | **YEAR** |
|  |  |  |  |  |
|  |  |  |  |  |

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| Please list your areas of three highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position. (Please attach a separate sheet if required) |

**STATEMENT TO BE SIGNED BY THE APPLICANT**

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

**Signature:**  **Application Date:**