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Application Form

Consultancy: Field Support for implementation & monitoring of project activities – AREE

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| --- | --- |
| Total Years of Professional Experience: | Photo |
| Total Years of Relevant Job Experience: |
| Required Notice Period: |
| Expected Gross Monthly Salary: |
| Preferred location of duty (Sherpur, Bogra/Ishwardi, Pabna/no preference): |

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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: | Organisation name and address: |
| Position: |
| Key responsibilities: |
| Reason for leaving: |
| 1. Period: | Organisation name and address: |
| Position: |
| Key responsibilities: |
| Reason for leaving: |
| 1. Period: | Organisation name and address: |
| Position: |
| Key responsibilities: |
| Reason for leaving: |
| 1. Period: Start – End | Organisation name and address: |
| Position: |
| Key responsibilities: |
| Reason for leaving: |

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

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

| **Training on Professional Development** | | |
| --- | --- | --- |
| Training/Workshop/Seminar | Institution | Duration |
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[Use separate page with similar format for additional information, if necessary]

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

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| --- | --- | --- | --- |
| **\*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) **Can be written in English or Bangla** |
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| **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: | |
|  | | | |
| **Pre-Screening Questions** *(please tick the correct boxes)* | | | |
| **Q1.** How would you ensure participation of guests to events?  🞎 Send invitation cards only  🞎 Send invitation cards and give a reminder call before the event  🞎 Invite guests by phone calls only | | | |
| **Q2**. If you have two important deadlines coming up and realize you are unable to meet both, would you  🞎 Focus on completing one of the tasks only  🞎 Consult your superior and ask for direction  🞎 Continue working on both tasks knowing that neither will be complete by its deadline | | | |
| **Q3**. If you discovered that your supervisor was breaking your organization’s code of conduct, what would you do?  🞎 Report it to higher authority  🞎 Discuss this with other colleagues  🞎 Not interfere | | | |
| **Q4.** Which of the following tasks should be carried out first when arranging an event?  🞎 Establish event goals and objectives  🞎 Finalize event script  🞎 Finalize seating plan and make place card arrangements | | | |
| **Q5.** How would you proceed if you realize that an event you are organizing will exceed its allocated budget?  🞎 Carry out the event despite the higher costs  🞎 Cancel the event  🞎 Consult with management | | | |
|  | | | |