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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** |
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| 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  |
|  |