**Job Application Form**

(Please fill up the form completely and email to **applications@bd.bbcmediaaction.org** mentioning the position in the subject field)

|  |  |
| --- | --- |
| **Position Applied for** |  |
| **Name:** |  |
| Email |  | Total years of experience |  |
| Mobile number |  |
| Are you currently or former BBC staff? If yes, please write when and in which capacity? |  | Do you know anyone working in BBC: If yes, please write his/her name, designation and location |  |

**Employment Record (starting with your most recent post)**

**(Copy the table and paste at the end to write more employment record)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** |  | **Job title** |  |
| **Start Date** |  | **End date**  |  |
| **Description:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** |  | **Job title** |  |
| **Start Date** |  | **End date**  |  |
| **Description:** |
|  |

**Academic Qualifications (Add additional rows if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution(s)** | **Year of passing** | **Degrees/Diplomas obtained** | **Major area of study** |
|  |  |  |  |
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**Professional Qualifications** (**Add additional rows if required)**

|  |  |  |
| --- | --- | --- |
| **Training/Course title** | **Institute & Country** | **Year & Duration** |
|  |  |  |
|  |  |  |

**Application Questions**

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| **With reference to the Job Description, please explain how your skills, abilities and experience meet the specific requirements of the role, providing examples of where and how you have demonstrated these?**  |
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| --- |
| **Do you wish to declare any form of disability? (Yes/No) If yes, please write down in brief.** |
| **Declaration**  |
| I certify that the information I have provided in the present document is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or material omission made in this document may lead to the termination of my appointment or to dismissal. I understand this also applies to any other information or document requested by the organization for my recruitment and employment with BBC Media Action. |
| **Date: Signature:** |

|  |
| --- |
| **Note:** |
| **Applications for employment at BBC Media Action must include a completed job application form. By submitting this form, the applicant authorizes BBC Media Action to verify and validate all information provided in the form.** You may be requested to provide documentary evidence of the statements you have made above. Please do not, however, send any documentary evidence until you have been asked to do so. If degrees/certificates are in foreign language other than English and Bengali, you may be required to provide official English translation at time of request. |