**Job Application Form**

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| **Concern Worldwide Bangladesh**  **APPLICATION FOR EMPLOYMENT**  (Please fill up the items as appropriate and submit together with your CV and other application requirements being asked for. All information will be treated confidentially) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Applied for: | | | | | | | | | | | | | | | | | Job Reference: | | | | | | | | | | | | |
| Job Location: | | | | | | | | | | | | | | | | | Attach a Photograph: | | | | | | | | | | | | |
| How did you find out about this posting? (please put (√) tick mark) | | | | | | | | | | | | | | | | |
| Word of mouth | Press/  Publication advert | | | | | | Web advert | | | | Others | | | | | |
| Required Notice Period: | | | | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Present Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Permanent Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone number: | | | Work | | | | | | | | | | | Home | | | | | | | | | Cell Phone: | | | | | | |
| E-mail address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gender (please put (√) tick mark) | | | | | | | | | | | | | | | Male Female  Other………….. | | | | | | | | | | | | | | |
| Nationality: | | | | | | | | | | | | | | | National Id No: | | | | | | | | | | | | | | |
| Blood Group: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **CURRENT EMPLOYMENT DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total number of years’ experience: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organization: | | | | | | | | | | | | | | | Address: | | | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | | | | | Project:  Department: | | | | | | | | | | | | | | |
| Current monthly gross salary and other benefits: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Start Date: | | | | | | | | | | | | | | | Major responsibilities: | | | | | | | | | | | | | | |
| Duration of current employment: | | | | | | | | | | | | | | |
| **PREVIOUS EMPLOYMENT(S) DETAILS (IF APPLICABLE)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Organization: | | | | | | | | | | | | | | | Address: | | | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | | | | | Monthly gross salary and other benefits: | | | | | | | | | | | | | | |
| Project:  Department: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Date: From | | | | | | To | | | | | | | | | Reason for Leaving: | | | | | | | | | | | | | | |
| Major Achievements: | | | | | | | | | | | | | | | Major responsibilities: | | | | | | | | | | | | | | |
| 1. Organization: | | | | | | | | | | | | | | | Address: | | | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | | | | | Monthly gross salary and other benefits: | | | | | | | | | | | | | | |
| Project:  Department: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Date: From | | | | | | To | | | | | | | | | Reason for Leaving: | | | | | | | | | | | | | | |
| Major Achievements: | | | | | | | | | | | | | | | Major responsibilities: | | | | | | | | | | | | | | |
| 1. Organization: | | | | | | | | | | | | | | | Address: | | | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | | | | | Monthly gross salary and other benefits: | | | | | | | | | | | | | | |
| Project:  Department: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Date: From | | | | | | To | | | | | | | | | Reason for Leaving: | | | | | | | | | | | | | | |
| Major Achievements: | | | | | | | | | | | | | | | Major responsibilities: | | | | | | | | | | | | | | |
| Time unaccounted for:  Please state any periods unaccounted for e.g. career breaks, unemployment etc. | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **EDUCATIONAL QUALIFICATIONS**  **(Start with the highest qualification including formal and non-formal academic programs)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qualification | | | | Grade /GPA/Score | | | | | | | | Passing Year | | | | | | Major Subjects | | | | | | | | Institution | | | |
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| **SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING**  **(Please mention the program (s) that you think most important and relevant to the position you have applied for. Kindly use additional sheet if necessary)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Training/Workshop/  Seminar | | | | | Type of Training (participatory, certification, diploma) | | | | | | | | | | | Institution/ Location | | | | | | Dates/Duration | | | | | | | |
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| **RESEARCH AND PUBLICATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Research, Research Support and Dissemination:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Publications (maximum 4):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **TECHNICAL COMPETENCES, AND PROFESSIONAL SKILLS**  **(Complete the section below for technical competences, professional skills and understanding of the Job Responsibilities. Technical/professional competences for this position are detailed in the Job Description. PLEASE NOTE THAT THE INFORMATION PROVIDED HERE WILL BE USED FOR SELECTION PURPOSES)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **PERSONAL COMPETENCES**  **(In this section you are asked to outline how your knowledge, skills and experiences meet the PERSONAL COMPETENCES required for this role as listed in the Job Description. Please draw on your experiences from your current or previous roles or from other relevant. (PLEASE NOTE THAT THE INFORMATION PROVIDED HERE WILL BE USED FOR SELECTION PURPOSES.)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **IT & DATA ANALYSIS SKILLS/SOFTWARE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **REFERENCES**  **(Provide detailed contact address of your three referees. One of them must be your present supervisor, if applicable. Your references will be treated as confidential)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | Name: | | | | | | | | | | | | Name: | | | | | | | | |
| Job Title: | | | | | | | | | Job Title: | | | | | | | | | | | | Job Title: | | | | | | | | |
| Mailing Address: | | | | | | | | | Mailing Address: | | | | | | | | | | | | Mailing Address: | | | | | | | | |
| Contact Numbers: | | | | | | | | | Contact Numbers: | | | | | | | | | | | | Contact Numbers: | | | | | | | | |
| E-mail address: | | | | | | | | | E-mail address: | | | | | | | | | | | | E-mail address: | | | | | | | | |
| **OTHER PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have any relative working in Concern Worldwide? If yes, please mention the name, job title, relationship, and place of work. | | | | | | | | | | | | | | | | | | | | | | | | | **Yes** | | | **No** | |
|  | | |  | |
| Have you got a call for other position (s) in Concern Worldwide in last 3-5 years? If yes, mention the name of position (s) along with the application date: | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | |
| Applicable for people with disability: Do you need any support for accessibility during recruitment exam and/or work? If yes, please put a tick beside the options below:  1) Scribe writer  2) Sign Language Interpreter   3) Job Coach   4) Others (please specify): ---------------------  *NB: The aforesaid information is required for ensuring necessary support for you, this information will not be used for assessment purposes. We do not discriminate on the grounds of disabilities.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Declaration of criminal records:**  Do you have any criminal convictions (past or pending) of the following nature which would prevent you from working with children or vulnerable adults?   * Offences against the person including, but not limited to, murder, assault, harassment etc. * Offences of a sexual nature including, but not limited to, rape, sexual assault or sexual harassment. * Offences involving financial abuses including but not limited to fraud, bribery, extortion, theft etc.   If yes, Please provide further details: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional information, if any. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LANGUAGE PREFERENCE (Please insert a Tick mark as appropriate)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Language | | Read | | | | | | | | | | | Write | | | | | | | | | | | Speak | | | | | |
| Excellent | | | | | | Good | | Poor | | | Excellent | | | | | | Good | Poor | | | | Excellent | | | Good | | Poor |
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| **DECLARATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I confirm that the information provided above, and in any attachment, are correct and I understand that any false statement or information could result in my application or appointment being terminated.  **Signature: Date:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |