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| --- | --- | --- | --- |
| A picture containing icon  Description automatically generated  **Personal History Form**  This form allows you to apply for all positions advertised by Farming Future Bangladesh (FFB).  Please complete the form carefully, answer all mandatory sections completely with due diligence. Farming Future Bangladesh will review this personal history form and contact you if short-listed for the applied position.  **Note: Please do not contact FFB regarding the status of your application. FFB may contact your reference at any time during the selection process.** | | | |
| **1. APPLICATION SUMMARY (**Mandatory to complete) | | | |
| **Applied Position** |  | | |
| **Work Experience** |  | | |
| **Current Monthly Salary** |  | | |
| **Expected Monthly Salary** |  | | |
| **Employer Name & Address**  **(If any)** |  | | |
| **2. GENERAL INFORMATION (**Mandatory to complete) | | | |
| **Last Name** |  | | |
| **Middle Name** |  | | |
| **First Name** |  | | |
| **Preferred Name** |  | | |
| **3. PERSONAL INFORMATION** (Mandatory to complete) | | | |
| **Date of Birth (dd/mm/yyyy)** |  | **Place of Birth** |  |
| **Citizenship at Birth** |  | **Present Citizenship** |  |
| **Blood Group** |  | **Emergency Contact No.** |  |
| **4. MAILING INFORMATION** (Mandatory to complete) | | | |
| **Present Mailing Address** |  | | |
| **City** |  | **Postal Code** |  |
|  | | | |
| **Permanent Mailing Address** |  | | |
| **City** |  | **Postal Code** |  |
| **5. PHONE/CELL NUMBERS** (Mandatory to complete) | | | |
| **Contact 1** |  | **Contact 2** |  |
|  |  | **Emergency** |  |
| **6. E-MAIL ADDRESS** (Mandatory to complete) | | | |
| **E-mail Address 1** |  | **E-mail Address 2** |  |
|  | | | |

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| **7. EDUCATION** (Mandatory to complete) | | | | |
| **Title** | **Result** | **Passing Year** | **Subject** | **Institute Name and Place** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

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| **8. TRAINING** (If any) | | | | |
| **Title** | **Category** | **Duration** | **Topic** | **Institute Name and Place** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**(Add more if required)**

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| **9. COMPUTER PROFICIENCY** (If any) | | | | |
| **Skill** | **Professional** | **Confident** | **Average** | **Beginner** |
| 1. Word & Typing | ☐ | ☐ | ☐ | ☐ |
| 2. Spreadsheet | ☐ | ☐ | ☐ | ☐ |
| 3. Presentation | ☐ | ☐ | ☐ | ☐ |
| 4. Internet | ☐ | ☐ | ☐ | ☐ |
| 5. Graphics | ☐ | ☐ | ☐ | ☐ |
| 6. Multimedia | ☐ | ☐ | ☐ | ☐ |

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| **10. LANGUAGE PROFICIENCY** (If any) | | | | |
| **Language** | **Professional** | **Confident** | **Average** | **Beginner** |
| 1. | ☐ | ☐ | ☐ | ☐ |
| 2. | ☐ | ☐ | ☐ | ☐ |
| 3. | ☐ | ☐ | ☐ | ☐ |

**(Add more if required)**

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| --- | --- | --- | --- | --- |
| **11. WORK EXPERIENCE** (Mandatory to complete) | | | | |
| Starting with your current position, list all employment in REVERSE ORDER. Three tables are provided. If you need to add more information add the tables accordingly. | | | | |
| **Employment History: 1** | | | | |
| **Start Date**  (dd/mm/yyyy) |  | **End Date**  (dd/mm/yyyy) |  | ☐ Full-Time  ☐ Part-Time |
| **Employer** |  | | | |
| **Job Title** |  | | | |
| **Supervisor’s Title/Designation** |  | | | |
| **Annual Gross Salary** |  | | | |
| **Reason for Leaving** |  | | | |
| **Major Accomplishments** | (Not More than 5 bullet points) | | | |
| **Major Responsibilities** | (Not More than 5 bullet points) | | | |
|  | | | | |
| **Employment History: 2** | | | | |
| **Start Date**  (dd/mm/yyyy) |  | **End Date**  (dd/mm/yyyy) |  | ☐ Full-Time  ☐ Part- Time |
| **Employer** |  |  |  |  |
| **Job Title** |  |  |  |  |
| **Supervisor’s Title/Designation** |  |  |  |  |
| **Annual Gross Salary** |  |  |  |  |
| **Reason for Leaving** |  |  |  |  |
| **Major Accomplishments** | (Not More than 5 bullet points) | | | |
| **Major Responsibilities** | (Not More than 5 bullet points) | | | |
|  | | | | |
| **Employment History: 3** | | | | |
| **Start Date**  (dd/mm/yyyy) |  | **End Date**  (dd/mm/yyyy) |  | ☐ Full-Time  ☐ Part- Time |
| **Employer** |  | | | |
| **Job Title** |  | | | |
| **Supervisor’s Title/Designation** |  | | | |
| **Annual Gross Salary** |  | | | |
| **Reason for Leaving** |  | | | |
| **Major Accomplishments** | (Not More than 5 bullet points) | | | |
| **Major Responsibilities** | (Not More than 5 bullet points) | | | |

**(Add more if required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **12. PROFESSIONAL REFERENCES (**Mandatory to complete) | | | |
| **General Information** | **Reference 1** | **Reference 2** | **Reference 3** |
| Name |  |  |  |
| Title/Designation |  |  |  |
| Employer |  |  |  |
| Phone/Cell |  |  |  |
| E-mail |  |  |  |
| Mailing Address |  |  |  |

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| **13. QUESTIONNAIRE** | | | | |
| Are you now, or have you ever been, a permanent civil servant in your government’s employ?  ☐ Yes  ☐ No | | | | |
| If the answer is Yes, please share details: | Start date  (dd/mm/yyyy) |  | End date  (dd/mm/yyyy) |  |
| Have you ever been arrested, indicted, or summoned in court as a defendant in a criminal proceeding, or convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?  ☐ Yes  ☐ No | | | | |
| If the answer is Yes, please share details: | **Details** |  | | |
| Have you ever been subject to disciplinary proceedings or measures during your current or previous employment?  ☐ Yes  ☐ No | | | | |
| If the answer is Yes, please share details: | **Details** |  | | |
| Working in FFB may require fieldwork across Bangladesh in difficult situations. Do you commit to accept deployment to field activity and operations?  ☐ Yes  ☐ No | | | | |

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| **14. CONFIRMATION AND CONSENT (**Mandatory to complete) | | | |
| **ACCURACY OF CONTENT** | The content of this application is accurate and contains no false information. | | ☐ Yes  ☐ No |
| **EDUCATION INFORMATION** | You give full consent and authorize Farming Future Bangladesh to contact each of your educational institutions listed in this application for the purpose of conducting a background and reference check. Information received from your educational intuitions will be treated with confidentiality. | | ☐ Yes  ☐ No |
| **WORK**  **EXPERIENCE** | You give full consent and authorize Farming Future Bangladesh to contact your current and previous employer including your current supervisor to check work experience and professional references. Information received from your employers will be treated with confidentiality. | | ☐ Yes  ☐ No |
| Finally, you understand that submission of false information or misrepresentation and/or submission of falsified documentation constitutes serious misconduct which will be sufficient cause for rejection or if employed, dismissal of your employment. | | | |
| ☐ I consent to all the foregoing as part of the process of evaluation of my application. | | | |
| Name |  | | |
| Signature |  | Date  (dd/mm/yyyy) |  |