**Section A: PERSONAL INFORMATION**

(Information from serial numbers 1 to 5 is mandatory. Please provide your information from numbers 6 to 9 only if you are willing)

|  |  |  |
| --- | --- | --- |
| Photo | 1. Full Name: | |
| 1. Present Address: | |
| 1. Permanent Address: | |
| 1. Telephone No.: | |
| 1. E-mail Address: | |
| 1. Date of Birth (dd/mm/yyyy): | | 1. Citizenship: |
| 1. NID or Passport No.: | | 1. Sex: Male Female Other |

**Section B: JOB APPLIED FOR**

|  |  |
| --- | --- |
| Name of Position: |  |
| Reference Number (if any): |  |
| Source of information: |  |
| Expected Gross Salary (per month): |  |

**Section C: WORK EXPERIENCE**

(Starting with your present occupation, please list all previous work experiences in reverse order. List any period of unemployment of more than six months' duration)

C (1)

|  |  |
| --- | --- |
| Job Title: | |
| Duration Starting from: | Till: |
| Employers Name: | |
| Employers Address: | |
| Brief description of major responsibilities: | |
| Gross Annual Salary: | |
| Reason for Leaving: | |

C (2)

|  |  |
| --- | --- |
| Job Title: | |
| Starting from: | Till: |
| Employers Name: | |
| Employers Address: | |
| Brief description of major responsibilities: | |
| Gross Annual Salary: | |
| Reason for Leaving: | |

C (3)

|  |  |
| --- | --- |
| Job Title: | |
| Starting from: | Until: |
| Employers Name: | |
| Employers Address: | |
| Brief description of major responsibilities: | |
| Gross Annual Salary: | |
| Reason for Leaving: | |

\*\* Please add more employment records if applicable

**Section D: Education and Training**

(Starting with your latest certificates/degree/exam, list in reverse order of each certificate/diplomas/ degrees/exam)

D (1) Education:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam/Degree Title** | **Concentration/Major Subject/Topic** | **Name of Institute** | **Years attended** | | **Distinctions obtained/Result** |
| From  (year) | To  (year) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

D (2) Training:

(Please list all training you think relevant to the position you are applying for)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Training Title** | **Content** | **Name of Institute/Organization** | **Duration**  **(days/month)** | **Year** |
|  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Section E: Languages**

(Please list your mother tongue first in the language column and enter the level excellent, very good, good or poor under the appropriate column)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Language | Understanding | | Speaking | | Writing |
| Listening | Reading | Spoken interaction | Spoken production |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Section F: Skills**

F (1) Communication

(Please list your communication skills. Specify in what context they were acquired. Example: good communication skills - gained through my experience as a sales manager)

|  |  |
| --- | --- |
| Sl No. | Skill and context |
|  |  |
|  |  |

F (2) Organizational and job-related skills

(Please list the organizational and job-related skills you think are appropriate for the position you are applying. Specify in what context they were acquired. Example: leadership - currently responsible for a team of 10 people)

|  |  |
| --- | --- |
| Sl No. | Skill and context |
|  |  |
|  |  |
|  |  |
|  |  |

F (3) ICT and other skills

(Please list your ICT and other skills. Specify in what context they were acquired. Example: Good command of photo editing software - gained as an amateur photographer)

|  |  |
| --- | --- |
| Sl No. | Skill and context |
|  |  |
|  |  |
|  |  |
|  |  |

**Section G: List all organizations you are or have been affiliated with. This list includes all affiliations, whether social, professional, fraternal, etc.**

|  |  |
| --- | --- |
| Sl No. | Organization Name and affiliation |
|  |  |
|  |  |
|  |  |
|  |  |

**Section H: List civic, public or international affairs activities and name any significant publications you have written.**

|  |  |
| --- | --- |
| Sl No. | Title and a brief description |
|  |  |
|  |  |
|  |  |
|  |  |

**Section I: Please describe why you think you are the perfect candidate for this position. (Maximum 300 words)**

|  |
| --- |
|  |

**Section J: Please describe how you will contribute to achieving our organizational goals using your experience and skill. (Maximum 300 words)**

|  |
| --- |
|  |

**Section K: What do you know about *Just Transition* in Bangladesh and please outline a draft communication strategy for this concept for the RMG sector? Plagiarised texts will be disqualified (Maximum 600 words)**

|  |
| --- |
|  |

**Section L: If you are selected for the position, how much notice period would you need before joining FES? (Days)**

|  |
| --- |
|  |

**Section M: Have you any objections to our making inquiries of your present employer? (Yes or No)**

|  |
| --- |
|  |

**Section N: Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military? (If yes, then please describe)**

|  |
| --- |
|  |

**Section O: References**

**(List three persons (including your most recent supervisor) not related to you who are familiar with your character and qualifications)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name in full | Reference: 01 | Reference: 02 | Reference: 03 |
| Name |  |  |  |
| Designation |  |  |  |
| Organization |  |  |  |
| Phone number |  |  |  |
| E-mail Address |  |  |  |
| Mailing Address |  |  |  |

**Section P: Declaration**

**I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action, including dismissal.**

**Place and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNEXES: (Please list the documents attached; i.e., CV, motivational letter, cover letter)**