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| Attach Your PhotoImage result for blank face images clip art | **iDE Bangladesh****EMPLOYMENT APPLICATION**(Please fill up the items as appropriate and submit together with your CV and Cover Letter. All information will be treated confidentially) | **Only IDE** |
| Position Applied for:  |  | Job Reference:  |  |
| Preferred Job Location (if applicable):  |  | Expected Total Salary (Monthly): |  |
| Required Notice Period : |  |
|  |
| **PERSONAL DETAILS** |
| Full Name: |  |
| Cell Phone Number: |  | E-mail address: |  |
| Present Address : | Permanent Address: |
| Father’s Name: |  | Mother’s Name: |  |
| Marital Status: |  | Spouse’s Name: |  |
| Date of Birth: |  | Blood Group: |  |
| Religion: |  | Sex: |  |
| Nationality: |  | National ID No.: |  |
| Driving License Number: |  | Passport Number: |  |
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| **EMPLOYMENT DETAILS**(This is reverse-chronological section. Please start with present or most recent position) |
| Total Service Length: |  | years | Position specific experience: |  | years |
|  |
| **Present or most recent job detail** |
| Organization: |  | Address: |  |
| Position held: |   | Monthly gross salary (with other benefits): |  |
| Service Length: |  | From: |  | To: |  |
| Major responsibilities: |
| Reason of Leaving: |
| **Previous job details (if any)** |
| (The reverse-chronological section continues. Please feel free to add more pages if you require.) |
| Sl. | Names (and addresses) of the organizations you worked for | Position(s) you held there | Tenure |
| From | To |
| 1 |  |  |  |  |
|  | Major responsibilities: |
|  | Reason of Leaving: |
| 2 |  |  |  |  |
|  | Major responsibilities: |
|  | Reason of Leaving: |
| 3 |  |  |  |  |
|  | Major responsibilities: |
|  | Reason of Leaving: |
| 4 |  |  |  |  |
|  | Major responsibilities: |
|  | Reason of Leaving: |
|  |
| **EDUCATIONAL QUALIFICATIONS** |
| (Start with the highest qualification including formal and non-formal academic programs) |
| Qualification | Grade /GPA/Score | Passing Year | Institution |
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| **SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING** |
| (Please mention the **most 5** important program(s)/courses that you think and relevant to the position you have applied for. Kindly use additional sheet if necessary) |
| Training/Workshop/Seminar | Institution | Inclusive Dates |
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| **Language Proficiency** |
| ( Other than mother tongue, enter appropriate number from rating to indicate level of proficiency) |
| Mother tongue |  | Second language |
| 1 =Poor 2 = Good (Medium) 3 = Very Good (Fluent) 4 = Excellent (High) | Languages | Read | Write | Speak |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| **Computer Proficiency** |
| (Please use tick √ mark to share expertise in these tools and also tell us how you are so.) |
|  | Professional | Confident | Average | Beginner |
| Microsoft Word |  |  |  |  |
| Microsoft Excel |  |  |  |  |
| Microsoft PowerPoint |  |  |  |  |
| Internet |  |  |  |  |
| Others(............................) |  |  |  |  |
|  |
| **REFERENCES**(Provide detailed contact address of your three referees. One of them must be your present supervisor from your current job. Your references will be treated confidential) |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Designation |  |  |
| Organization |  |  |
| Contact number |  |  |
| E-mail |  |  |
| Relationship |  |  |
|  |
| **OTHER PERSONAL DETAILS** |
|  | **Yes** | **No** |
| Do you have any relative working in iDE? If YES- mention name, job title, relationship, and place of work. .................................................................................................... |  |  |
| Have you got a call for other position (s) in iDE earlier? If YES- mention the name of position (s) ............................................................................................................... |  |  |
| If you have any criminal record/conviction, If YES- please specify...................................................................................................................... |  |  |
|  |
| **PROFILE**(Describe below how you fit into this role. Maximum 300 words) |
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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:** |