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| Attach Your Photo  Image 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 : | | | | | | | | | |  | | | | | | | | |
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| **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: | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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 | |
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| **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(............................) | |  | |  | | | | |  | | | | | | | | |  | | | | | | | |
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| **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 | |  | | | | | | | |  | | | | | | | | | | | | | | | |
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| **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...................................................................................................................... | | | | | | | | | | | | | |  | | | | | | | | |  | | |
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| **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:** | | | | | | | | | | | | | | | | | | | | | | | | | |