PERSONAL INFORMATION FORM (PIF)

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| Please fill up the items below as appropriate and submit them together with your job application. All information is treated confidentially. You have the independence to increase the length of any section of this PIF, but the total page number is limited to four pages. You need to give detailed educational information according to this PIF. After filling -out this form, please make it a PDF and then attach the file. | | | | | | | | | | | | | | | | | | | | | |
| Position Applied for: | | | | | | | | | | | | | | | | Personal Photograph (Please attach a recent PP-size photograph in jpg) | | | | | |
| Expected Gross Salary: | | | | | | | | | | | | | | | |  | | | | | |
| How are you informed about this posting? (Please click in the relevant box) | | | | | | | | | | | | | | | |
| From friend | Press/Publication advert | | | | | | | | Web advert | | | Other | | | |
| Required Notice Period: | | | | | | | | | | | | | | | |
| PERSONAL HISTORY | | | | | | | | | | | | | | | | | | | | | |
| Family Name: | | | | | | | | | | | | | | First Name: | | | | | | | |
| Present Address: | | | | | | | | | | | | | | | | | | | | | |
| Permanent Address: | | | | | | | | | | | | | | | | | | | | | |
| Fathers Name: | | | | | | | | | | | | | | | | | | | | | |
| Mothers Name | | | | | | | | | | | | | | | | | | | | | |
| Spouse Name: | | | | | | | | | | | | | | | | | | | | | |
| Telephone number: | | | | | | | | | | | E-mail address: | | | | | | | | | | |
| Gender (please click in the relevant box) | | | | | | | | | | | Male  Female  Other  …… | | | | | | | | | | |
| Date of birth:  Nationality: | | | | | | | | | | | National Id No:  Passport Number: | | | | | | | | | | |
| CURRENT/RECENT EMPLOYMENT DETAILS | | | | | | | | | | | | | | | | | | | | | |
| Organisation: | | | | | | | | | | | Address: | | | | | | | | | | |
| Job Title:  Current Salary and Benefits: | | | | | | | | | | | Project/Department:  Name of Supervisor: | | | | | | | | | | |
| Duration: From: | | | | | To: | | | | | | Reason for Leaving: | | | | | | | | | | |
| Major Achievements: | | | | | | | | | | | Major responsibilities: | | | | | | | | | | |
| PREVIOUS EMPLOYMENT(S) DETAILS (IF APPLICABLE) | | | | | | | | | | | | | | | | | | | | | |
| Organisation: | | | | | | | | | | | Address: | | | | | | | | | | |
| Job Title: | | | | | | | | | | | Project/ Department  Name of Supervisor: | | | | | | | | | | |
| Duration: From: | | | | | To: | | | | | | Reason for Leaving: | | | | | | | | | | |
| Major Achievements: | | | | | | | | | | | Major responsibilities: | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Organisation: | | | | | | | | | | | Address: | | | | | | | | | | |
| Job Title: | | | | | | | | | | | Project/ Department  Name of Supervisor: | | | | | | | | | | |
| Duration: From: | | | | | To: | | | | | | Reason for Leaving: | | | | | | | | | | |
| Major Achievements: | | | | | | | | | | | Major responsibilities: | | | | | | | | | | |
| EDUCATIONAL QUALIFICATIONS  (Start from the highest academic programs) | | | | | | | | | | | | | | | | | | | | | |
| Qualification | | | Score | | | | | | | | | Passing Year | | | | Major Subjects | | | Institution | | |
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| SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING  (Please mention only the training/CPD that is most important and relevant to the position you have applied for.) | | | | | | | | | | | | | | | | | | | | | |
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| RESEARCH AND PUBLICATION | | | | | | | | | | | | | | | | | | | | | |
| Research: | | | | | | | | | | | | | | | | | | | | | |
| Publications (maximum 2): | | | | | | | | | | | | | | | | | | | | | |
| TECHNICAL COMPETENCIES, AND PROFESSIONAL SKILLS  (Present technical competencies and professional skills that are relevant to this position) | | | | | | | | | | | | | | | | | | | | | |
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| PERSONAL COMPETENCES  (Present your knowledge, skills, and experiences which are relevant to this position) | | | | | | | | | | | | | | | | | | | | | |
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| SOFTWARE/ IT, AND DATA ANALYSIS SKILLS  (Present your relevant knowledge and skills which is relevant to this position) | | | | | | | | | | | | | | | | | | | | | |
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| REFERENCES  (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: | | | | | |
| Contact Number: | | | | | | | Contact Numbers: | | | | | | | | | Contact Numbers: | | | | | |
| E-mail address: | | | | | | | E-mail address: | | | | | | | | | E-mail address: | | | | | |
| OTHERS | | | | | | | | | | | | | | | | | | | | | |
| Declaration of criminal records:  Do you have any criminal convictions (past or pending) of the following nature that would prevent you from working with children or vulnerable adults? | | | | | | | | | | | | | | | | | | | | | |
| Offenses of a sexual nature include but are not limited to, rape, sexual assault, or sexual harassment.  Offenses 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 |
| English | |  | | | |  | |  | |  | | | | |  |  | |  | |  |  |
| Bengali | |  | | | |  | |  | |  | | | | |  |  | |  | |  |  |
| Any other | |  | | | |  | |  | |  | | | | |  |  | |  | |  |  |
| 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: | | | | | | | | | | | | | | | | | | | | | |