

# EMPLOYMENT APPLICATION FORM

The information you provide on this form will be used for recruitment and selection, and employment contract purposes only. Please complete this form and send it to [*bangladeshrecruitment@pennyappeal.org*](mailto:bangladeshrecruitment@pennyappeal.org)mentioning the position title in the subject field.

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| **Post Applied For:** | **Department:** |
| **Closing Date and Time:** | |

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| **PERSONAL INFORMATION** | |
| **Surname:** | **Forename(s):** |
| **Address:** | |
| **Postcode:** | **Telephone Number:** |
| **Email Address:** | |
| Are you applying on a Job Share basis? Yes  No | |

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| **CRIMINAL RECORD** |
| Please declare any current convictions. ‘Spent’ convictions must be disclosed in applications for posts following Bangladesh’s Penal Code 1860 and Labour Act 2006 (amended in 2013). Existence of a criminal record does not specifically bar you from employment.  Please note: successful applicants who are offered employment may be subject to a criminal record check before the appointment is confirmed. |

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| **MISCELLANEOUS** | |
| Yes No  1. Do you hold a current driving licence?  2. Do you have the use of a motor vehicle?  3. Have you been dismissed from, or asked to resign from any previous post?  *If yes then please give details below.* |  |

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| **EMPLOYMENT HISTORY**  **(begin with the most recent in chronological order)** | |
| **Job Title:** | |
| **Name and Address of Employer:** | |
| **Date Started:** | **Period of notice required:** |
| **Please give a brief description of your major duties and responsibilities.** | |
| **Job Title:** | |
| **Name and Address of Employer:** | |
| **Date Started:** | **Date Left:** |
| **Please give a brief description of your major duties and responsibilities.** | |
| **Job Title:** | |
| **Name and Address of Employer:** | |
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| **Date Started:** | **Date Left:** |
| **Please give a brief description of your major duties and responsibilities.** | |

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| **EDUCATION AND TRAINING**  **(continue on separate sheets if necessary)** | | | |
| **Please provide details of any education, professional and training qualifications obtained which are relevant to the position you are applying for** | | | |
| Subject | Qualifications / Level | Duration | Grade Obtained |
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| **Please detail any training courses you have attended or are currently being taken that are relevant to the position you have applied for.** | | | |
| Course / Qualification | | Duration | |
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| **Please detail any below professional bodies of which you are a member.** | | | |
| **Name and Address of Professional Body** | **Grade of Membership** | **Membership Number** | |
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| *It is Penny Appeal’s policy to verify the qualifications of all successful job applicants and you will be asked to provide your original qualification certificates if offered the position.* | | | |

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| **SUPPORTING STATEMENT** |
| **Please explain why you feel you are suitable for this position, outlining any relevant experience, abilities, skills and knowledge and specifying how they match the job requirements. Please continue on a separate sheet if necessary (Maximum 2 pages).** |

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| **REFERENCES** | |
| Please give the names, addresses and telephone numbers of two referees (other than relatives) who have known you for at least two years and who can be approached for personal and employment references. Please include your present / most recent employer. | |
| **Referee 1 (Current / Most Recent Employer)** | **Referee 2** |
| **Name:**  **Address:**  **Postcode:**  **Email:**  **Telephone No:**  **Relationship to you:**  **Yes No**  **May we contact the reference**  **without contacting you beforehand?** | **Name:**  **Address:**  **Postcode:**  **Email:**  **Telephone No:**  **Relationship to you:**  **Yes No**  **May we contact the reference**  **without contacting you beforehand?** |

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| **DATA PROTECTION** |
| **Information from this application may be processed for purposes registered by the Employer under the Bangladesh’s Digital Security Act 2018. Individuals have, on written request, the right of access to personal data held about them.**  **By signing the declaration section, you give your consent to Penny Appeal processing the data supplied in this application form for the purpose of recruitment and selection of contract purposes only.** |

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| **DECLARATION** |
| **I declare that the information given in this application is, to the best of my knowledge, complete and correct.**  **Signed:**  **Date:**  **Please note: any false, incomplete or misleading information may lead to dismissal or withdrawal of any offer of employment.** |