

**SAARC Development Fund**

3rd Floor BDBL Building Norzin Lam,

Thimpu 11001, Bhutan

**Application Form for Professional Staff**

**Position applied for:**

1. Name (As per Certificates)

2. Present Postal Address

**Recent Photograph**

3. Mailing Address (If different than the present address)

4. Permanent Postal Address

5. Email Id: Cell No.

6. (a) Place of Birth (b) Date of Birth

Day Month Year

7. (a) Citizenship at Birth (b) Present Citizenship

8. Gender (Please check one): Male Female

9. Marital Status (Please check one):

Married Single Widowed Divorced Separated

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| --- | --- | --- | --- | --- |
| 10. Do you have any dependants? |  | Yes |  | No |

In case, answer is “Yes”, please provide the following information:

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| **Name** | **Date of Birth** | **Relationship** |
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11. Have you ever taken up legal residence status in any country other than that of your nationality?

Yes No

In case, answer is “Yes”, which country:

12. Have you ever taken any legal steps towards changing your present nationality?

Yes No

If answer is “Yes”, please provide details:

13. Academic Qualifications (Please furnish details): A. General Education: University/College Level

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| **Name and Place of****Institution** | **Degree/Diploma** | **Year** | **Major Subject(s)** |
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B. Professional/Computer Education

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| **Name and Place of Institution** | **Degree/Diploma** | **Year** | **Fields of study** |
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14. State your professional competence in the related field.

15. Language Proficiency (Please check appropriate columns)

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| **Language** | **Read** | **Write** | **Speak** |
| **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** |
| English |  |  |  |  |  |  |  |  |  |
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16. Working Experience

A. Experience in related assignments

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| **Name & address of the organization** | **Position** | **Period** | **Nature of work** |
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B. Experience in International/Regional Organisation (if any)

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| **Name & address of the organization** | **Position** | **Period** | **Nature of work** |
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17. Member of professional institution(s) and relevant activities

18. Author of publications in the relevant field (Please attach or quote reference(s) of

Journal(s), Book(s), etc.)

19. Employment Record (Starting with your present or most recent position. List every employment position during the last fifteen years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Use additional sheets of paper, if required.):

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| --- | --- | --- |
| **A. Exact title of position** |  **Period**  | **Monthly Salary\***  |
|  **From**  | **To**  | **Starting**  | **Present**  | **Allowances**  |
|  |  |  |  |  |  |

\* Indicate currency of the salary

|  |  |  |
| --- | --- | --- |
| **Name of Supervisor** | **Number and kind of employees supervised by you** | **Duty Station** |
|  |  |  |

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

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| --- | --- | --- |
| **B. Exact title of position** |  **Period**  | **Monthly Salary\***  |
|  **From**  | **To**  | **Starting**  | **Present**  | **Allowances**  |
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\* Indicate currency of the salary

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| **Name of Supervisor** | **Number and kind of employees supervised by you** | **Duty Station** |
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Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

|  |  |  |
| --- | --- | --- |
| **C. Exact title of position** |  **Period**  | **Monthly Salary\***  |
|  **From**  | **To**  | **Starting**  | **Present**  | **Allowances**  |
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\* Indicate currency of the salary

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| **Name of Supervisor** | **Number and kind of employees supervised by you** | **Duty Station** |
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Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

20. Do you have you any objections in making inquiries with your present employer?

Yes No

21. References (List three persons not related to you who are familiar with your character and qualifications.)

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| **Full Name** | **Postal & email addresses** | **Occupation** |
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22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations.

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| **Charge** | **Date** | **Where tried** | **Conviction** |
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23. Please state information regarding any professional experience/ residence or prolonged travel abroad, providing dates, areas, purposes, etc.

24. Please state any disabilities which might limit your field work (Final appointment is subject to physical examination.)

I certify that the statements made by me in this Application form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of any offer of

appointment or dismissal, even if an appointment has already been made and accepted.

Date:

*dd month yyyy*

Signature:

**INSTRCTIONS:** Please fill up this Application Form completely and clearly either handwritten or typed and send scan copies through email at info@sdfsec.org and ceo@sdfsec.org or send through courier at SAARC Development Fund Secretariat, 3rd Floor, BDBL Building, Norzin Lam, Thimphu 11001, Bhutan. Tel: +975-2-321152/53 Fax: +975-2-321150/321203. If required, additional pages may be used. Be sure to post your signature and date on this Form.

Chief Executive Officer