**APPLICATION FORM FOR FULL TIME ADMINISTRATIVE EMPLOYEE POSITION**

1. **General Information:**

|  |  |  |
| --- | --- | --- |
| Name in English (Block Letter) |  | ***01 (one) recent Passport size Photograph*** |
| Name in Bengali |  |
| Present Address |  |
| Date of Birth |  |
| Mobile No. |  |
| Email |  |
| Position Applied For |  |

1. **Educational Qualifications:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of the Degree** | **Title of Degree with Major & Minor** | **Results****Class/Division/****CGPA (Out of ….)** | **Year of Passing** | **Name of the Institution** | **Board/ University** | **Position****(If any)** | **Award/ Scholarship** |
| SSC |  |  |  |  |  |  |  |
| HSC |  |  |  |  |  |  |  |
| Bachelor’s Degree |  |  |  |  |  |  |  |
| Master’s Degree (1) |  |  |  |  |  |  |  |
| Master’s Degree (2)/ M. Phil |  |  |  |  |  |  |  |
| Ph.D |  |  |  |  |  |  |  |
| Other Degree (s) |  |  |  |  |  |  |  |

**Notes:**

* Result must be endorsed.
* Photocopy of Certificates and Transcripts to be included.
* May include more rows if required.
1. **Professional Qualification (If any):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of the Certification/ Degree** | **Location** | **Name of the Institution** | **Result** | **Period** | **Duration** |
| **From (Date)** | **To (Date)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note: May include more rows if required.

1. **Training (If any):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of the Certification/ Training** | **Location** | **Name of the Institution** | **Achievement** | **Period** | **Duration** |
| **From (Date)** | **To (Date)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note: May include more rows if required

1. **Language Proficiency (If any):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Exam (IELTS/ TOEFL etc.)** | **Reading** | **Writing** | **Speaking** | **Overall Score** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note: May include more rows if required.

1. **Work Experience:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Department** | **Name of the Organization** | **From (Date)** | **To (Date)** | **Duration** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |

Note: May include more rows if required.

1. **Career and Application Information:**

|  |  |
| --- | --- |
| Present Salary |  |
| Expected Salary |  |

1. **Personal Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Father’s Name |  | Occupation |  |
| Mother’s Name |  | Occupation |  |
| Marital Status |  | Nationality |  |
| Permanent Address |  |

1. **References:**

**Reference: 01**

|  |  |
| --- | --- |
| Name  |  |
| Designation  |  |
| Organization  |  |
| Phone (Off)  |  |
| Mobile  |  |
| Email  |  |
| Address |  |

**Reference: 02**

|  |  |
| --- | --- |
| Name  |  |
| Designation  |  |
| Organization  |  |
| Phone (Off)  |  |
| Mobile  |  |
| Email  |  |
| Address |  |

1. **Certificate of Authenticity:**

I, the undersigned, certify that, all information stated in this form is true and complete to the best of my knowledge. I understand that any willful misstatement described herein may lead to my disqualification.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the Candidate