**Application for Employment**

GNB aims to promote a workforce diverse in skills and capabilities.

Attached 1 copy recent photograph here

*(Please do not change font style or font size when you fill out the form)*

|  |  |
| --- | --- |
| **A. Position Name Applying for** |  |
| **Name [**As per Academic Certificate**]** |  |
| I’ve got to know about the vacancy from*(put tick √ mark)* |  | GNB website |
|  | Bdjobs.com |
|  | Newspaper |

|  |
| --- |
| **B. Contact Points** |
| Cell-phone number |  | Alternative contact |  |
| Land Phone Number |  | E-mail Address |  |
| Current Address |  | Permanent Address |  |

|  |
| --- |
| **C. Personal Details** |
| Mother’s Name |  | Occupation |  |
| Father’s Name |  | Occupation |  |
| Spouse’s Name |  | Occupation |  |
| Date of Birth (dd/mm/yy) |  | Age  | ……..years ……months |
| Place of Birth [Mention district] |  | Home district |  |
| Sex |  | Blood group |  |
| Religion |  | Nationality |  |
| Marital Status |  | Number of children |  |
| National ID number |  | Passport number |  |
| Do you have any Mental/ Physical disability? If yes, please share details. |  |

|  |
| --- |
| **D. Education: (Start with the highest degree)** |
| Degree Name  | Major Subject | Grade/Class/Division | Years Attended | Passing Year  | Duration(in month) | Board/ University |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **E. Additional Information** |
| Current Salary, BDT. |  | Expected Salary, BDT. |  |
| Do you have any relative working in GNB? |  | Name & Designation |  |
| Total Job Experience (years) |  | Total Job Experience in Relevant Field(years) |  |

|  |
| --- |
| **F. Current Employment (Please provide your information in this field)** |
| Name of Organization |  | Contact Number |  |
| Address |  |
| Job Title |  | Monthly Salary, BDT. |  |
| Name of Supervisor |  | Designation |  | Contact Number |  |
| Start Date |  | End date (if applicable) |  | Service years |  |
| Major Responsibilities | 1. Planning & Budgeting:
 |
| 1. Implementing & Communication:
 |
| 1. Reporting:
 |
| 1. Others:
 |
| Reason of leaving |  | Notice period in current employer |  |
| **G. Previous Employment (Please record maximum 3 organizations. Starting from most recent)** |
| Position | Name of organization | TenureFrom ~To | Duration(in month) | Major Responsibilities  | Reason of leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**\* \***After preliminary selection, all the certificates / credentials of those experiences must be presented.

|  |
| --- |
| **H. Skills & Capacity Analysis: (Please put (√) mark)** |
| ***Skills/ Abilities*** | ***a. I did this myself*** | ***b. I just participated*** | ***c. I planned*** |
| i. Networking with other NGOs, UN Organization |  |  |  |
| ii. Presenting/ Facilitating in Workshops |  |  |  |
| iii. Participating in the submission of new concept notes/project proposals |  |  |  |
| iv. Arranging recruitment events |  |  |  |
| v. Organizational/Project Finance reports |  |  |  |
| vi. Project Designing for UN Organization |  |  |  |
| vii. Conducted big purchase (including tender, big supplies etc.) |  |  |  |

|  |
| --- |
| **I. Others** |
| 1. Do you agree to submit medical certificate before final selection? | ☐ Yes | ☐ No |
| 2. Do you have a valid driving license? | ☐ Yes | ☐ No |
| 3. Have you ever tried for a GN Job? | ☐ Yes, Position: | ☐ No |
| 4. Have you ever been convicted of a criminal offense? | ☐ Yes | ☐ No |
| If ‘yes’, please give details of the offence and the sentence imposed. Subject to certain exempted occupations, convictions that are ‘spent’ under the Rehabilitation of Offenders Act 1974 need not be mentioned. Please be aware that declaring a conviction will not automatically disqualify you from being employed by the Good Neighbors. |

|  |
| --- |
| **J. References** *Please supply details of two professional referees (one of whom should be your current or most recent employer). We will not normally contact your referees until an offer is made.*  |
|  | **Referee 1** | **Referee 2** |
| Name |  |  |
| Position |  |  |
| Organization |  |  |
| Address |  |  |
| Telephone |  |  |
| Email  |  |  |
| Relation |  |  |
| When can we contact this referee? | ☐At interview stage ☐Prior to any offer☐Following an offer of employment | ☐At interview stage ☐Prior to any offer☐Following an offer of employment |

|  |
| --- |
| **K. Declaration** |
| Iconfirm that the information provided on this form is correct and complete to the best of my knowledge. I authorize GNB to verify as necessary. I also confirm you that directly or indirectly I never involved in any kind of sexual exploitation/abuse.[Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal] |
| Signature |  | Date |  |