

Application for Employment

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

**You should complete the mandatory section, then you can save the form.*

* A. Position Name Applying for	
* Name [As per Academic Certificate]	
I've got to know about the vacancy from (Select One)	

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/yyyy)		Age [Year] [Month]	
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?	Yes No	If YES, then write his/her 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	A. Planning & Budgeting:			
	B. Implementing & Communication:			
	C. Reporting:			
	D. 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	Tenure From ~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)			
<i>Skills/ Abilities</i>	<i>a. I did this myself</i>	<i>b. I just participated</i>	<i>c. I planned</i>
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
<i>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.</i>		

J. References		
<i>Please write 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.</i>		
	Referee 1	Referee 2
Name		
Position		
Organization		
Address		
* Cell-phone number		
* Email		
Relation		

K. Declaration	
I confirm 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. <i>[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]</i>	
* Signature	Date:

* Save the form and send by email.