**Annexure 5A/3**

**ROYAL UNIVERSITY OF BHUTAN**

## EMPLOYMENT APPLICATION FORM

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| --- | --- | --- | --- | --- |
| **Post applied for:** | | | | |
| **College/Office applied for:** | | | | |
| **1. PERSONAL DATA** | | | | |
| Name: | | | | |
| Citizenship ID number: | | | | |
| Gender: | | | | |
| Date of birth: | | | | |
| Marital status: | | | | |
| Nationality: | | | | |
| Permanent residence: | | | | |
| Village: | | | | |
| Gewog: | | | | |
| Dzongkhag: | | | | |
| Contact number: | | | | |
| Email ID: | | | | |
| **I have:** (please tick (√) if appropriate)  1.1 Not been convicted of a criminal offence;  1.2 Not been terminated or compulsorily retired from any agency except in case of insolvency;  1.3 Not been adjudged medically unfit for employment by a competent medical doctor;  1.4 Not intentionally provided false information in this application for employment; and  1.5 Not furnished fake/forged testimonials/documents. | | | | |
| **2. CURRENT POSITION, if employed** | | | | |
| Position Title: | | | | |
| Position Level: Department: | | | | |
| Organisation : Country: | | | | |
| **3. EMPLOYMENT RECORD** (Most recent employment first) | | | | |
| **Employer’s**  **Institution/ Company**  **Name** | **Period of Service** | | **Position with the Institution/**  **Company** | **Main Roles and**  **Responsibilities** |
| **From (dd/ mm/yy)** | **To (dd/mm/yy)** |
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| **4. EDUCATION** (Please start with institute/college last attended and include information as mentioned in the vacancy announcement) | | | | | | | | | | | | |
| **Institution**  **(University/College/**  **School), city and country** | | **Aggregate marks obtained** | | | **Duration** | | | | | **Educational Qualification** | | |
| **From (mm/yyyy)** | | **To (mm/yyyy)** | | |
|  | |  | | |  | |  | | | PhD | | |
|  | |  | | |  | |  | | | Masters | | |
|  | |  | | |  | |  | | | Bachelors | | |
|  | |  | | |  | |  | | | Cl.XII (English plus best three subjects) | | |
|  | |  | | |  | |  | | | Cl.X (English plus best four subjects) | | |
|  | |  | | |  | |  | | | Others (Specify)….. | | |
| **5. LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**  (Mention your competency in relation to speaking, reading and writing) (Excellent, Very Good, Good, Average) | | | | | | | | | | | | |
| **Language** | | | **Speaking** | | | **Reading** | | | | **Writing** | | |
| Dzongkha | | |  | | |  | | | |  | | |
| English | | |  | | |  | | | |  | | |
| **6. TRAINING/SEMINAR/WORKSHOP/CONFERENCE (if attended)** | | | | | | | | | | | | |
| **Course Attended** | | | | **Institution/Agency, City and Country** | | | | **Period**  From (mm/yyyy) To (mm/yyyy) | | | | |
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| **7. RESEARCH PUBLICATIONS (if any)**  (Research Papers, Books, Conference Papers, etc.if any, most recent publication first.) | | | | | | | | | | | | |
| **Year:** | **Title:** | | | | | **Type:** | | | **Publisher** | | | **ISSN/**  **ISBN** |
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| **8. REFERENCE**  Please provide contact details of two references for your application, at least one of which should be a professional reference | | | | | | | | | | | | |
| **Name:**  **Position Title: Organisation:**  **Relationship to Applicant:**  **Telephone: Mobile: E-mail:** | | | | | | | | | | | | |
| **Name:**  **Position Title: Organisation:**  **Relationship to Applicant:**  **Telephone: Mobile: E-mail:** | | | | | | | | | | | | |

**9. DOCUMENTS (photocopy) TO BE ATTACHED TO THE APPLICATION:**

8.1 Mark sheets & Certificates as announced;

8.2 Valid Bhutanese Citizenship Identity Card;

8.3 Valid Security Clearance Certificate;

8.4 Valid Medical Fitness Certificate; and

8.5 No Objection Certificate from the employer, if employed.

**DECLARATION:** I hereby declare that the information given herewith is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the Royal University of Bhutan (RUB) shall withdraw/terminate my service without any recourse; confiscate all my transcription/testimonials; debar from seeking employment in the RUB; and prosecute in the Court of Law for legal actions. I also undertake to abide by all Rules and Regulations.

Affix

Legal

Stamp

**Name of the Applicant:**

**Signature:**

**Date: *For RUB use only***

|  |  |
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| Received by | Date: |
| Time: |