**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; and1.5 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: |