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 **Royal UNIVERSITY ofbhutan**

 **Employment Application Form**

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| **Post applied for:**  |
| **College/Office applied for:**  |
| 1. **1. PERSONAL DATA**
 |
| Name:  |
| Citizenship ID number:  |
| Gender:  |
| Date of birth:  |
| Marital status:  |
| Nationality:  |
| Permanent residence:  |
| Village: Gewog: Dzongkhag:  |
|  House No: Thram No: |
| Present Address: |
| Mobile Number: Email ID: |
| 1. **I have:**(please tick  if appropriate)
	1. Not been convicted of a criminal offence;
	2. Not been terminated or compulsorily retired from any agency except in case of insolvency;
	3. Not been adjudged medically unfit for employment by a competent medical doctor;
	4. Not intentionally provided false information in this application for employment; and
	5. Not furnished fake/forged testimonials/documents.
 |
| 1. **CURRENT POSITION, if employed**
 |
| Position Title:  |
| Position level: Department:  |
| Organisation : Country:  |
| 1. **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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| 1. **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)….. |
| 1. **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 |  |  |  |
| 1. **TRAINING/SEMINAR/WORKSHOP/CONFERENCE (if attended)**
 |
| **Course Attended** | **Institution/Agency, City and Country** | **Period** From (mm/yyyy) To (mm/yyyy) |
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| 1. **\*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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| 1. **Reference**

Please provide contact details of two references for your application, both should be professional reference |
| **Name:** **Position Title: Organisation:** **Relationship to Applicant:** **Telephone: Mobile: E-mail:**  |
| **Name:** **Position Title: Organisation:** **Relationship to Applicant:** **Telephone: Mobile: E-mail:**  |

1. **DOCUMENTS (photocopy) TO BE ATTACHED TO THE APPLICATION:**
	1. Mark sheets& Certificates as announced;
	2. Valid Bhutanese Citizenship Identity Card;
	3. Valid Security Clearance Certificate;
	4. Valid Medical Fitness Certificate; and
	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.

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| Affix Legal Stamp |

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| Received by  | Date: |
| Time: |

**Signature:**

**Name of the Applicant: *For RUB use only***

**Date:**