

**ROYAL UNIVERSITY OF BHUTAN  
EMPLOYMENT APPLICATION FORM**



<b>Post applied for:</b>			
<b>College/Office applied for:</b>			
<b>1. PERSONAL DATA</b>			
Name:			
Citizenship ID number:			
Gender:			
Date of birth:			
Marital status:			
Nationality:			
Permanent residence:			
Village:			
Gewog:			
Dzongkhag:			
Contact number:			
Email ID:			
<p><b>2. I have:</b> (please tick <input type="checkbox"/> if appropriate)</p> <p>a. Not been convicted of a criminal offence;</p> <p>b. Not been terminated or compulsorily retired from any agency except in case of insolvency;</p> <p>c. Not been adjudged medically unfit for employment by a competent medical doctor;</p> <p>d. Not intentionally provided false information in this application for employment; and</p> <p>e. Not furnished fake/forged testimonials/documents.</p>			
<b>3. CURRENT POSITION, if employed</b>			
Position Title:			
Position level:		Department:	
Organisation :		Country:	
<b>4. EMPLOYMENT RECORD (Most recent employment first)</b>			
<b>Employer's</b>	<b>Period of Service</b>	<b>Position with</b>	<b>Main Roles and</b>

Institution/ Company Name	From (dd/mm/yy)	To (dd/mm/yy)	the Institution/ Company	Responsibilities

**5. 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).....

**6. 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			

**7. TRAINING/SEMINAR/WORKSHOP/CONFERENCE (if attended)**

Course Attended	Institution/Agency, City and Country	Period
		From (mm/yyyy) To (mm/yyyy)

**8. RESEARCH PUBLICATIONS (if any)**

(Research Papers, Books, Conference Papers, etc. if any, most recent publication first.)

Year:	Title:	Type:	Publisher	ISSN/ISBN

**9. 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:**

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**Name:**

**Position Title:**                      **Organisation:**

**Relationship to Applicant:**

**Telephone:**                      **Mobile:**                      **E-mail:**

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

- a. Mark sheets & Certificates as announced;
- b. Valid Bhutanese Citizenship Identity Card;
- c. Valid Security Clearance Certificate;
- d. Valid Medical Fitness Certificate; and
- e. 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
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**Name of the Applicant:**

**Signature:**

**Date:**

***For RUB use only***

Received by	Date:
	Time: