# BHUTAN TRUST FUND FOR ENVIRONMENTAL CONSERVATION

# JOB APPLICATION FORM

**VACANCY APPLIED FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PERSONAL DETAILS**
2. **Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Sex**: Male [ ] / Female [ ]
4. **Date of Birth**: date/ month/year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Citizenship ID No**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **Contact Telephone No**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. **Permanent Address**:

Village: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block/Gewog:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thram No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dzongkhag: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/ College | Place | Degree obtained | Year attended | |
| From  (**dd/mm/yy**) | To  (**dd/mm/yy**) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **WORK EXPERIENCE** (please list your current/recent employer first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of  Company/Office | Place | Designation | Year | |
| From  (**dd/mm/yy**) | To  (**dd/mm/yy**) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **REFEREES** (at least two professional, non-family related)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CURRENT EMPLOYER | | | | |
|  | **Name** & **Designation** | **Organization** | **Contact No.** | **Email** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| LAST EMPLOYER | | | | |
|  | **Name** & **Designation** | **Organization** | **Contact No.** | **Email** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

I hereby confirm that the above facts provided in the application are true to my knowledge and belief. I also declare that I am mentally sound and physically fit.

Affix Legal Stamp

(Mandatory)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANDATORY DOCUMENTS (required to submit along with the application)**

1. Job Application Form with cover letter *(can be downloaded from the BTF website).*
2. Curriculum Vitae with details of work experience and positions held.
3. Copy of degree and any other relevant certificates.
4. Copy of valid Citizenship ID (with a valid date).
5. Valid Security Clearance Certificate.
6. Valid Audit Clearance, if applicable.
7. Names and contact details of two professional (non-family related) referees, including one from the current/latest employer.

***Non-submission of any of the above documents may lead to rejection of the application*.**

Additionally, the following documents shall be produced by the shortlisted candidate before his/her appointment:

1. No objection certificate letter from the employer, if currently employed.
2. A valid medical certificate

**\*\*** Failure to submit any of the **mandatory documents (i to vii)** as specified above may result in the rejection of the application without any further notice or explanation\*\*