**EMPLOYMENT APPLICATION FORM**

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| **OFFICE USE ONLY**  **Date Received (dd/mm/yy):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Application Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Please affix your passport size photo here

1. **INSTRUCTIONS**
2. Please answer each column fully and neatly in your own handwriting.
3. Please tick the boxes, wherever applicable.
4. **POSITION APPLIED FOR**: **………………………………………………………………...**
5. **PERSONAL INFORMATION**
6. Name (as in CID):…………………..…… ………..……………

**FIRST MIDDLE SURNAME/LAST**

1. Gender: Male Female
2. Citizen Identity Card No: …………….………….……………
3. Date of Birth: ………..….……......…….….(dd/mm/yy)
4. Permanent Address:Village:…….….……………Gewog:……….…..……Dzongkhag….......................…
5. Present Address …………………………………………………………………...........…..
6. Contact Number: Mobile No:…….………....Email:……………………...…….…...
7. **EDUCATIONAL BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification & Level of Study** | **Aggregate Percentage Score** | **School/College/University** | **Year of Completion** |
|  |  |  |  |
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1. **WORK EXPERIENCE: (Please write ‘NA’ if not applicable).** Please specify clearly in case of part time/contract/work experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Designation** | **Period (MM/YY)** | | **Reason for Separation** |
| **from** | **to** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **CONTACT PERSON IN CASE OF EMERGENCY: (Mention one of the following):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Relationship** | **Name** | **Occupation** | **Contact Number** |
| Father /Guardian |  |  |  |
| Mother |  |  |  |
| Spouse |  |  |  |
| Siblings/others |  |  |  |

1. **LIST TWO PROFESSIONAL REFEREES** (References cannot be your relative or close friends. Remove this if referees are not required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL #** | **Name** | **Occupation & Address** | **Email Address** | **Contact No.** |
|  |  |  |  |  |
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| **APPLICATION DOCUMENTS CHECKLIST:**  The application must include the following documents  Curricular Vitae/Resume  One number of passport size photo.  Copy of Citizenship Identity Card.  Copy of Academic Certificate and Transcripts  Copy of valid Medical Fitness Certificate (not older than six months).  Copy of valid Security Clearance Certificate.   * The candidate shall produce No Objection Certificate/Relieving Order from the current employer, if selected. * If any of the above-mentioned documents is missing with the application, BTF reserves the right to reject the application. |

**Undertaking by candidate:**

My signature confirms that all the information contained in my application and documents, are, to the best of my knowledge, legal, accurate and complete. In case BTF finds that the information given by me is illegal, inaccurate and/or incomplete, BTF shall have the right to disqualify my candidature at any time without any notice.

If I am recruited by BTF, I agree to be placed in any Services/function.

Place: …………………………………………….

Date:………………………………………….……

Signature of Applicant:……….………………..….