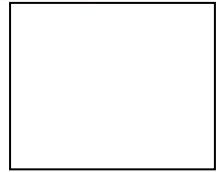




**Annexure 3.5 - External Job Application**



**Personal Information**

Name: \_\_\_\_\_

Citizenship Card # \_\_\_\_\_

Present address:

Permanent address (if different from present address):

\_\_\_\_\_

Gewog: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

Phone #: \_\_\_\_\_

Phone # \_\_\_\_\_

Father's name \_\_\_\_\_

Citizenship Card # \_\_\_\_\_

Mother's name \_\_\_\_\_

Citizenship Card # \_\_\_\_\_

Are you at least 18 years old?  YES  NO

Position applying for \_\_\_\_\_

Applying for:  Full-time  Part-time  Temporary  Contract

Position applied for: \_\_\_\_\_

Have you ever applied for a position with BDB before?  YES  NO If yes, when? \_\_\_\_\_

Have you been previously with BDBL?  YES  NO If yes, state position \_\_\_\_\_

Previous dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

How did you learn of our vacancy? Tick the appropriate:

Newspapers  Agency referral (name of agency and contact) \_\_\_\_\_

Walk-in  Employee referral (name/division of referral) \_\_\_\_\_

Rehire  Internet-site \_\_\_\_\_

Other (please explain) \_\_\_\_\_



Names of friends, relatives or acquaintances employed by BDB:

Name	Division	Relationship

### Employment History

List below all present and past employment starting with your most recent employer:

1. Name of the company: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Telephone number (O): \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Reasons for leaving your job:

\_\_\_\_\_  
\_\_\_\_\_

2. Name of the company: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Telephone number (O): \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Reasons for leaving your job:

\_\_\_\_\_  
\_\_\_\_\_

3. Name of the company: \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

Telephone number (O): \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Reasons for leaving your job:

\_\_\_\_\_  
\_\_\_\_\_



**Education and Training**

Highest Education Qualification level attained: \_\_\_\_\_

School	Name of school	City/Country	Year attended	Degree or certificate
Primary School				
High School				
College/University				
Post Graduate College/Univ				
Vocational				
Other				

List any special training, skills, certifications, apprenticeships, associations, or course work relevant to the job for which you are applying:

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**Referee Contact:**

Name	Contact No.	Address
1.		
2.		

**The following documents should be attached with this application**

- Academic transcripts;
- Copy of Citizenship ID card;
- Security Clearance Certificate;
- Medical Fitness Certificate;
- Detailed CV; and
- NOC from the current employer, if employed, upon short listing



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**Bhutan Development Bank Limited**  
*"Your Development Partner"*

**Please read carefully and sign below**

I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are correct to the best of my knowledge. I certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be the grounds for rejection of this application or for immediate termination if I am employed, regardless of the time elapsed before discovery.

I authorize BDB to thoroughly investigate my work record, education and other matters related to my suitability for employment. I authorize the previous employers I have listed to disclose to the organisation any information related to my work history without giving me prior notice of such disclosure.

\_\_\_\_\_

Applicant's signature in full

\_\_\_\_\_

Date

(Affix Legal Stamp)