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 **Royal UNIVERSITY of bhutan**

 **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:       |
| Contact 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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **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:** |
| **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 |

|  |  |
| --- | --- |
| Received by  | Date: |
| Time: |

**Signature:**

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

**Date:**