



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:

Referee Contact:

Name	Contact No.	Address
1.		
2.		

The following documents should be attached with this application

- Academic transcripts if any;
- Copy of Citizenship ID card;
- Security Clearance Certificate;
- Medical Fitness Certificate;
- 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)