



CURRICULUM VITAE

Affix Photograph
of the Candidate

Please fill in this application form accurately. Incomplete forms may lead to disqualification from our selection process. (Please fill the form correctly, otherwise the application will be rejected.)

Name: _____

Position Applied for: _____

Contact Number: _____ **E-mail ID:** _____

Pay Order Number:

Issued Bank:

Amount: TK.

(In word.....)

Date:

Section I

A. Tell us about your Educational Qualification: Please use the space below to highlight your educational background. (from last degree)

Educational Degree	Passing Year (Mention if Continue)	Name of the Institute	Subjects	Grade/ %

B. Received Certificate Course/Training:

Course Title	Duration	Organized By

C. Co-Curricular & Extra Curricular Activities (If any):

Co-Curricular Activities	Extra-Curricular Activities

D. Tell us about your Language Skills (please √) :

Language	Speak	Write	Read
	Low/Medium/High	Low/Medium/High	Low/Medium/High
	Low/Medium/High	Low/Medium/High	Low/Medium/High
	Low/Medium/High	Low/Medium/High	Low/Medium/High

E. Tell us about your Computer Skills:

Sl. No	Subject	Enter the Details
1	MS Office :	
2	Software and Tools :	
3	Programming (Regarding Department):	

Section II

A. Share with us your Work Experience

Have you worked earlier? Yes / No (If no then move on to the next section)

01. Employer's Name & Address (With Phone No.)

Joining Date	Designation						
Period Worked							
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">From</td> <td style="width: 50%;">To</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	From	To			Salary description		
From	To						
	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Gross</td> <td style="width: 33%;">Mobile</td> <td style="width: 33%;">Others (if any)</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Gross	Mobile	Others (if any)			
Gross	Mobile	Others (if any)					
Job Description	Reason For leaving & Date						

02. Employer's Name & Address (With Phone No.)

Joining Date	Designation						
Period Worked							
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">From</td> <td style="width: 50%;">To</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	From	To			Salary description		
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Gross	Mobile	Others (if any)					
Job Description	Reason For Leaving & Date						

03. Employer's Name & Address (With Phone No.)

[Blank orange box for Employer's Name & Address]

Joining Date	Designation
[Blank]	[Blank]

Period Worked		Salary description		
From	To	Gross	Mobile	Others (if any)
[Blank]	[Blank]	[Blank]	[Blank]	[Blank]

Job Description	Reason For Leaving
[Blank]	[Blank]

Section III

[Grid for name entry]

First Name Middle Name Last Name

Gender: MALE / FEMALE Age: _____ Year(s) _____ Month(s) Date of Birth: ____/____/____

Place of Birth: _____ Religion _____ Married: Yes / NO

Blood Group _____

Mailing Address:

Present Address:

[Blank lines for Present Address]

Email: (If any)

[Blank lines for Email and Permanent Address]

Permanent Address: (if different than above please specify)



Please use this space to give us your complete Telephone contact details:

Mobile Number Current: _____/_____

Permanent/Present Residence Phone No. (Please Specify): _____

Emergency Contact Number – whom can we call in case of an emergency.

Name _____ Relationship _____ Contact _____

Name _____ Relationship _____

Tell us about your family:

Relation	Name	Dependent	Profession	Office Name & Address (With contact No.)
Spouse		YES/NO		
Father		YES/NO		
Mother		YES/NO		

Section IV

➤ Do you have any disorder and have you been hospitalization in the last one year?

➤ References (Not related to you)

SL. No	Name	Relationship	Profession with contact details

DECLARATION

- I. I HEREBY DECLARE THAT ALL THE ABOVE INFORMATION PROVIDED BY ME TO THE BEST OF MY KNOWLEDGE AND BELIEF. I ACCEPT THAT IF IT IS FOUND THAT ANY INFORMATION IS MISSING OR OTHERWISE. THEN MY EMPLOYMENT IS LIABLE FOR SUMMARY OF TERMINATION.
- II. FURTHER UNDERTAKE THAT I AM BOUND TO FURNISH TO THE COMPANY AND CHANGE IN MY PERSONAL , PROFESSIONAL, SOCIAL OR GENERAL STATUS AT ANY TIME IN FUTURE, AND THAT IF I FALL TO DO SO, I SHALL HAVE VOILATED THE BASIC UNDERSTANDING OF THIS EMPLOYMENT.

Signature of the candidate

Date