|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sanayee Development Organization – SDO**  **Job Application Form** | | | | | | | | | |
| Full Name: | | | | Position Applied: | | | | | |
| Father’s Name: | | | | Vacancy No: | | | | | |
| Address: | | | | | | | | | |
| Tel. NO: Mob. | | | | | | | | | |
| Personal Information: | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Place of Birth |  | Permanent Address: |  | | Gender |  | Current Address: |  | | Total Experience | [XXX] Years, [XXX] Months | | | | Related to Job Experience | [XXX]Years, [XXX] Months | | | | Field of Experience | XXX [*FOR EXAMPLE Training & Capacity Development, Proposal Writing, Research, Consultancy, Procurement, and Project Management, etc.]* | | | | | | | | | | | | |
| **EMPLOYMENT RECORD** | | | | | | | | | |
| **Dates** | | **Employer's Name** | | **Position(s) Held** | | | | **Address** | |
| **From:** | |
| **To:** | |  | |  | | | |  | |
| **Activities Performed: (Only indicate 5 main activities) 1. 2. 3. 4. 5.** | | | | | | | | | |
|
|
|
| **Dates** | **Employer's Name** | | | **Position(s) Held** | | | | **Address** | |
| **From:** |  | | |
| **To:** |  | | | |  | |
| **Activities Performed: (Only indicate 5 main activities) 1. 2. 3. 4. 5.** | | | | | | | | | |
|
|
|
| **Dates** | **Employer's Name** | | | **Position(s) Held** | | | | **Address** | |
| **From:** |
| **To:** |  | | |  | | | |  | |
| **Activities Performed: (Only indicate 5 main activities) 1. 2. 3. 4. 5.** | | | | | | | | | |
|
|
|
| **Dates** | **Employer's Name** | | | **Position(s) Held** | | | | **Address** | |
| **From** |
| **To** |  | | |  | | | |  | |
| **Activities Performed: (Only indicate 5 main activities) 1. 2. 3. 4. 5.** | | | | | | | | | |
|
|
|
| **Dates** | **Employer's Name** | | | **Position(s) Held** | | | | **Address** | |
| **From** |
| **To:** |  | | |  | | | |  | |
| **Activities Performed: (Only indicate 5 main activities) 1. 2. 3. 4. 5.** | | | | | | | | | |
|
|
|
| **EDUCATION RECORD** | | | | | | | | | |
| **Name of Institution** | **Period** | | | | **Examination** | **Division/ Grade** | | | **Remarks** |
| **From – To:** | | | |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
| **SKILLS- PLEASE WRITE THE KEY SKILLS THAT CAN CONTRIBUTE TO THE POSITION** | | | | | | | | | |
|  | | | | | | | | | |
| **PROFESSIONAL TRAINING RECORD RELEVANT TO APPLIED POSITION** | | | | | | | | | |
| **Name of institution/Organization** | **Period** | | | **Type of Training/Course** | | | | | **Remarks** |
| **From - To** | | |  | | | | |
|  |  | | |  | | | | |  |
|  |  | | |  | | | | |  |
|  |  | | |  | | | | |  |
| **LANGUAGE SKILLS:** | | | | | | | | | |
| **Language** | | | **Speaking** | | **Reading** | | **Writing** | | |
| Dari | | |  | |  | |  | | |
| Pashto | | |  | |  | |  | | |
| English | | |  | |  | |  | | |
| Others | | |  | |  | |  | | |
| **References: (Please list three references of your last/present employers)** | | | | | | | | | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |

**Certification:**

I, the undersigned, certify to the best of my knowledge and belief that Job Application Form correctly describes my qualifications and my experience; I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

*Signature ------------------------------------------------------- Date: Day/Month/Year*