

Guidelines for submission of application for employment

1. The attached “Employment Application Form” should be completed and submitted in an envelope along with all the required documents as mentioned in the announcement to PED, Ministry of Finance.
2. The envelope should be addressed to “Royal Bhutan Lottery Limited ” C/o PED, MoF. The "**Vacancy No. and title of the position**” applied for should be clearly mentioned on the top of the envelope.
3. Applications submitted through Facsimile/ email other electronic mode shall not be accepted.

CEO
Royal Bhutan Lottery Limited

Affix recent
passport size
photograph

EMPLOYMENT APPLICATION FORM

VACANCY No. : -----

POSITION APPLIED FOR: -----

1. PERSONAL DETAILS

Name : -----

CID No.: _____ Date of Birth: _____

Permanent Address:

Chiwog _____ Gewog _____ Dzongkhag _____

House No. _____ Thram No _____

Present Address (if it is different from the permanent address)

Address _____

Telephone: Mobile) _____

Email: _____

Preferred contact Phone No.: _____

Are you currently employed? Yes No

Are you available to commence employment immediately? Yes No

If not, what is your current notice period? -----days/weeks/months

2. EDUCATION QUALIFICATION

Sl. #	Name of Educational Institute	School/College/University	Year of Graduation	Certificate/Diploma/Degree/Post-graduate/ Professional degree awarded.
1	Certificate/Diploma/Degree			
2	Post Graduate/Professional degree			
3	Specialised training skills/extra -curricular activities etc.			

3. EMPLOYMENT HISTORY (if Applicable):

Please list your current/recent employer first.

Employer: 1	Dates Employed
Address:	From:
Telephone No:	To:
Job Title:	Manager/Supervisor:
Type of Business:	Reason for Leaving:

Employer: 2		Dates Employed
Address:		From:
Telephone No:		To:
Job Title:		Manager/Supervisor:
Type of Business:		Reason for Leaving:

Additional pages of employment experience are attached to this application

4. SKILLS & WORK EXPERIENCE

Please list any additional skills/memberships/licenses/certificates you feel support your application:

1. _____
2. _____
3. _____
4. _____

5. DECLARATION

Please read carefully and sign the statement below: I understand and agree that:

- The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews, shall justify the refusal of employment, or termination of employment.
- I have enclosed all the required documents as per the TOR and I understand that my application will be rejected, if the documents are incomplete.
- I agree to RBLI retaining this application along with all documents submitted after the completion of the selection process.

I certify that all information and documents provided are true and correct to the best of my knowledge and I also understand that my candidature is liable be rejected during the selection process and service terminated, if the document submitted and information furnished are found incorrect at any time during my employment with RBLI.

Signature :

Date:

Place: -----