**Guidelines for submission of applications.**

* 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 REDCL.
* The envelope should be addressed to “Rural Enterprise Development Corporation Limited” **Post Box No: 1512,Norzin Lam, Thimphu.** The "Vacancy No. and title of the position” applied for should be clearly mentioned on the top of the envelope.
* Applications submitted through Facsimile/ email other electronic mode shall not be accepted.

Chairman

REDCL

**EMPLOYMENT APPLICATION FORM**

*Affix recent Passport size photo*

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/Colleg e/University** | **Year of Graduation** | **Certificate/Diploma/Degree/ Post-graduate/ Professional degree awarded.** |
| 1 | Certificate/Diploma/Degree |  |  |  |
| 2 | Post Graduate/Professional degree |  |  |  |
| 3 | Specialized training skills/extra -curricular activities etc. |  |  |  |

1. **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: | Reasons for leaving |
| **Employer 2** | Dates employed |
| Address: | From: |
| Telephone No: | To: |
| Job Title: | Manager/Supervisor |
| Type of Business: | Reasons for leaving |

***(Additional pages of employment experience are attached to this application)***

1. **SKILLS & WORK EXPERIENCE**

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

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. 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 REDCL 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 to be rejected during the selection process and service terminated, if the documents submitted and information furnished are found incorrect at any time during my employment with REDCL.***

Signature : …………………………………………

Date: ……………

Place: ----------------