

BHUTAN DUTY FREE LIMITED (BDFL)

EMPLOYMENT APPLICATION FORM

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VACANCY No. : -----

POSITION APPLIED FOR: -----

1. PERSONAL DETAILS

Name : -----

CID No.: _____

Date of Birth: _____

Permanent Address:

Chiwog _____ Gewog _____ Dzongkhag _____

House No. _____ Thram No _____

Telephone: Home) _____ (Work) _____ Mobile) _____

Email: _____

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

Address _____

Telephone: Home) _____ (Work) _____ 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

S L #	Name of Educational Institute	School/College /University/Ins titution	Year of Graduation	Certificate/Diploma/Degree/ Post-graduate/ Professional degree awarded.
1	High School			
2	Certificate/Diploma/D egree			

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3	Post Graduate/Professional degree			
4	Specialised training skills/extra -curricular activities etc.			

3. EMPLOYMENT HISTORY :

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. REFEREES

Please provide contact details for two referees for your application, at least one of which must be a professional referee.

1. Name: ----- Title: -----
 Position: ----- Relationship with Applicant: -----
 Address: -----
 Telephone: (Home) _____ (Mobile) _____ (Work) _____
 Email: _____

2. Name: ----- Title: -----
 Position: ----- Relationship with Applicant: -----
 Address: -----
 Telephone: (Home) _____ (Mobile) _____ (Work) _____

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Email: _____

5. SPECIAL SKILLS & QUALIFICATIONS

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

1. _____

2. _____

6. DECLARATION

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

- 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.
- Any offer of employment I may receive from BDFL is contingent upon my successful completion of the company's pre-employment screening process, including BDFL verifying my credential and background checks, if deemed necessary.
- All of my present and former employers and those individuals I have listed as references may be requested to furnish information about my employment record, including a statement of the reason for the separation of my employment, work performance, abilities and other qualities pertinent to my 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 BDFL 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 BDFL.

Signature :

Date:

Place: