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**Royal UNIVERSITY ofbhutan**

**Employment Application Form**

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| **Post applied for:** | | | | | | | | | | | | | | | | |
| **College/Office applied for:** | | | | | | | | | | | | | | | | |
| 1. **1. PERSONAL DATA** | | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | | | | | |
| Citizenship ID number: | | | | | | | | | | | | | | | | |
| Gender: | | | | | | | | | | | | | | | | |
| Date of birth: | | | | | | | | | | | | | | | | |
| Marital status: | | | | | | | | | | | | | | | | |
| Nationality: | | | | | | | | | | | | | | | | |
| Permanent residence: | | | | | | | | | | | | | | | | |
| Village: | | | | | | | | | | | | | | | | |
| Gewog: | | | | | | | | | | | | | | | | |
| Dzongkhag: | | | | | | | | | | | | | | | | |
| Contact number: | | | | | | | | | | | | | | | | |
| Email ID: | | | | | | | | | | | | | | | | |
| 1. **I have:**(please tick  if appropriate)    1. Not been convicted of a criminal offence;    2. Not beenterminated or compulsorilyretired from anyagencyexcept in case of insolvency;    3. Not been adjudged medically unfit for employment by a competent medical doctor;    4. Not intentionally provided false information in this application for employment; and    5. Not furnished fake/forged testimonials/documents. | | | | | | | | | | | | | | | | |
| 1. **CURRENT POSITION, if employed** | | | | | | | | | | | | | | | | |
| Position Title: | | | | | | | | | | | | | | | | |
| Position level:       Department: | | | | | | | | | | | | | | | | |
| Organisation :       Country: | | | | | | | | | | | | | | | | |
| 1. **EMPLOYMENT RECORD** (Most recent employment first) | | | | | | | | | | | | | | | | |
| **Employer's Institution/ Company Name** | | **Period of Service** | | | | | | **Position with the Institution/ Company** | | | **Main Roles and Responsibilities** | | | | | |
| **From (dd/mm/yy)** | | | **To (dd/mm/yy)** | | |
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| 1. **EDUCATION** (Please start with institute/college last attended and include information as mentioned in the vacancy announcement) | | | | | | | | | | | | | | | | |
| **Institution (University/College/School), city and country** | | **Aggregate marks obtained** | | | | **Duration** | | | | | | | | **Educational Qualification** | | |
| **From (mm/yyyy)** | | | **To (mm/yyyy)** | | | | |
|  | |  | | | |  | | |  | | | | | PhD | | |
|  | |  | | | |  | | |  | | | | | Masters | | |
|  | |  | | | |  | | |  | | | | | Bachelors | | |
|  | |  | | | |  | | |  | | | | | Cl.XII (English plus best three subjects) | | |
|  | |  | | | |  | | |  | | | | | Cl.X (English plus best four subjects) | | |
|  | |  | | | |  | | |  | | | | | Others (Specify)….. | | |
| 1. **LANGUAGE SKILLS OF RELEVANCE TO THE ASSIGNMENT**   (Mention your competency in relation to speaking, reading and writing) (Excellent, Very Good, Good, Average) | | | | | | | | | | | | | | | | |
| **Language** | | | **Speaking** | | | | **Reading** | | | | | | **Writing** | | | |
| Dzongkha | | |  | | | |  | | | | | |  | | | |
| English | | |  | | | |  | | | | | |  | | | |
| 1. **TRAINING/SEMINAR/WORKSHOP/CONFERENCE (if attended)** | | | | | | | | | | | | | | | | |
| **Course Attended** | | | | **Institution/Agency, City and Country** | | | | | | **Period**  From (mm/yyyy) To (mm/yyyy) | | | | | | |
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| 1. **\*RESEARCH PUBLICATIONS (if any)**   (Research Papers, Books, Conference Papers, etc.if any, most recent publication first.) | | | | | | | | | | | | | | | | |
| **Year:** | **Title:** | | | | | | **Type:** | | | | | **Publisher** | | | | **ISSN/ISBN** |
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| 1. **Reference**   Please provide contact details of two references for your application, ***both should be professional referees*** | | | | | | | | | | | | | | | | |
| **Name:**  **Position Title:** **Organisation:**  **Relationship to Applicant:**  **Telephone:** **Mobile:****E-mail:** | | | | | | | | | | | | | | | | |
| **Name:**  **Position Title:       Organisation:**  **Relationship to Applicant:**  **Telephone:       Mobile:      E-mail:** | | | | | | | | | | | | | | | | |

1. **DOCUMENTS (photocopy) TO BE ATTACHED TO THE APPLICATION:**
   1. Mark sheets& Certificates as announced;
   2. Valid Bhutanese Citizenship Identity Card;
   3. Valid Security Clearance Certificate (approved online);
   4. Valid Medical Fitness Certificate (6 months validity from the date of issue of certificate);
   5. Valid Audit Clearance Certificate, if employed in civil service or public organisation;
   6. No Objection Certificate from the employer, if employed;
   7. Expression of Interest statement for the position (not more than 250 words);

**DECLARATION:** I hereby declare that the information given herewith is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the Royal University of Bhutan (RUB) shall withdraw/terminate my service without any recourse; confiscate all my transcription/testimonials; debar from seeking employment in the RUB; and prosecute in the Court of Law for legal actions. I also undertake to abide by all Rules and Regulations.

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| Affix Legal Stamp |

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| Received by | Date: |
| Time: |

**Signature:**

**Name of the Applicant: *For RUB use only***

**Date:**