



Community Agency for Rural Development  
လူထုအကျိုးဆောင် ကျေးလက်ဖွံ့ဖြိုးရေးအဖွဲ့

Job Application Form (External Applicants)

Color Passport
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**Job applied**

Title of job	
Job number	

**Personal information**

Full name			Nickname:	
Sex	Male:		Female:	
Date of birth (dd/mm/yyyy)				
Marital Status	Single:		Married (# of Children):	
Nationality/Race				
Reigion				
Present address				
Telephone	Home:		Work:	
Mobile				
Fax				
E-mail				
Emergency contact	Name		Telephone:	

**Additional Information**

When will you be available to take up the job?	
What length of notice must you give?	
How do you know this vacancy announcement?	
Can you go to our program villages?	
Have you visited our website? <a href="http://www.cadmm.org">www.cadmm.org</a>	
Why do you want to work in CAD?	
Do you have any serious illness?	

**Education/qualifications**

(Start with the most recent qualification. Tick (✓) where appropriate)

S. No	Exact Title of Qualification	Name of Awarding Institution	Location of Institution (City/Country)	Study Period (mm/yyyy)		Study Completed		Grades (GPA)
				From	To:	Yes	No	
1.				From	/	Yes		
				To:	/	No		
2.				From	/	Yes		
				To:	/	No		
3.				From	/	Yes		
				To:	/	No		
4.				From	/	Yes		
				To:	/	No		

Please give details of any current or planned studies.

S. No	Exact Title of Qualification	Name of Awarding Institution	Location of Institution (City/Country)	Study Period (mm/yyyy)	
				From	/ /
1.				To:	/ /
				From	/ /
2.				To:	/ /
				From	/ /

### Short courses and trainings

(Please list only those relevant for the position you are applying)

S. No	Exact Title of Course/Training	Organizing Institutions/Agencies	Location (City/Country)	Dates (dd/mm/yyyy)	
				From	/ /
1.				To:	/ /
				From	/ /
2.				To:	/ /
				From	/ /
3.				To:	/ /
				From	/ /
4.				To:	/ /
				From	/ /
5.				To:	/ /
				From	/ /
6.				To:	/ /
				From	/ /
7.				To:	/ /
				From	/ /
8.				To:	/ /
				From	/ /

### Language and Computer Skills (Tick (✓) where appropriate)

Language	Skills	Poor	Good	Very Good	Excellent	Native Speaker
English	Speaking					
	Writing					
	Reading					
	Listening					
Myanmar	Speaking					
	Writing					
	Reading					
	Listening					
Other, please specify: _____	Speaking					
	Writing					
	Reading					
	Listening					
<b>Computer</b>	<b>Applications</b>	<b>Beginner</b>	<b>Good</b>	<b>Very Good</b>	<b>Trainer</b>	<b>Professional</b>
MS Office	MS Word					
	MS Excel					
	MS Power Point					
Statistics Softwares						

## Employment History

Please give details of your employment for the last ten years, or since leaving full-time education if this is sooner, starting with the most recent employment.

1	Employer	Address	Position held	Dates (mm/yyyy)	
				From	To
				/	/
	Brief description of main duties and responsibilities				
	Reason for leaving				
2	Employer	Address	Position held	Dates (mm/yyyy)	
				From	To
				/	/
	Brief description of main duties and responsibilities				
	Reason for leaving				
3	Employer	Address	Position held	Dates (mm/yyyy)	
				From	To
				/	/
	Brief description of main duties and responsibilities				
	Reason for leaving				

**References** (Please provide the names and contact details of **two** referees)

### 1. Your previous/current employer

Name		Initial (s)	
Position held		Organization	
Telephone		Fax	
E-mail			
Address			

### 2. Your previous or current professor

Name		Initial (s)	
Position held		Organization	
Telephone		Fax	
E-mail			
Address			

Declaration

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal.

Your signature: \_\_\_\_\_

Date: (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_\_