**EMPLOYMENT APPLICATION**

**Note**

1. By accepting the Employment Application, Mongolian National University shall have no obligation to the applicant and the attached materials shall not be returned.
2. While filling out the application, write down all the answers accurate and complete without abbreviation form.

Availability: Full time/Part time

Position: ................................

Desired Salary /₮/: ................................

**One. PERSONAL INFORMATION**

1. Family name: ……………………......

3x4 size

Photo

1. Surname:...................................
2. Given name: ............
3. Gender: …………. Age: ......
4. Date of Birth: ..... /..... / .....
5. Nationality: ..............
6. Registration No: ... .............................
7. Place of Birth: ........................
8. Current Residence Address: ..........................................................
9. Phone number: ......................... E-mail Address: .........................

**FAMILY STATUS**

Family members only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Name | Date of Birth | Place of Birth | Current job position | Contact phone number |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**EDUCATION, TRAINING AND EXPERIENCE**

The qualifications and education (including Secondary School).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | School location | School name | Date of Entrance | Date of Graduation | Educational Degree | Qualification |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**WORK EXPERIENCE** (Starting with the most recent employment)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Employer | Position | Duty | Date of Starting Employment | Date of Leaving Employment | Reason for Leaving | Supervisor phone number |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

If you have been unemployed for a long period of time, please, write down your reasons.

..............................................................................................................................................................

**YOUR STRENGTH AND WEAKNESS**

|  |  |
| --- | --- |
| Strength | Weakness |
|  |  |

**Miscellaneous**

Do you smoke? [] Yes or [] No

Do you consume alcoholic beverages? [] Yes or [] No

Have you been convicted to a crime before? [] Yes or [] No

I certify that the information contained in this application is true and complete.

Signature:…………………………………. Date:…………………………………….

***Thank you and Good luck!***