**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: ................................

School / Department: …………………………

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

Available Starting Date: ........................

**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. Address in the Identification Card: ..................................................
9. Current Residence Address: ..........................................................
10. Phone number: ......................... E-mail Address: .........................
11. Emergency Contact Person: ………........................ Phone number: ………………………….....
12. Privately owned apartment / house [] Уes or [] No
13. Length of total employment: …………………. Length of Employment in Education field ………....

Length of Employment as Teacher: ..................

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 15. | Do you have a Teaching License? [] Уes or [] No | Position title / Degree (check off 🗸):  Professor ( ) Associate Professor ( ) Senior Lecturer ( ) Associate Lecturer ( ) | | | |
| 17. | Desired length of employment at our school: (🗸) | | ( ) 2-3 years | ( ) 3-5years | ( ) over 5 years |

18. Reference from previous employment. (*Filled out by Human Resource Officer*)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Supervisor Title | Position | Notes |
|  |  |  |  |
|  |  |  |  |

**Two. EDUCATION, TRAINING AND EXPERIENCE**

2.1. The qualifications and education (including Secondary School).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School name | Date of Entrance | Date of Graduation | Qualification | Educational Degree, Diploma No | GPA |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Subject of Research

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2. Doctoral and Science Degrees

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Place of Graduation | Date | Certificate and Diploma No |
|  |  |  |  |
|  |  |  |  |

Thesis of Doctoral Degree

Thesis of Doctor of Science

2.3. Vocational Preparation (training in your profession and other)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School Name | Enrolled date | Length of Enrollment | Qualification | Certificate number |
|  |  |  |  |  |
|  |  |  |  |  |

2.4. Computer Knowledge (check off 🗸)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Level | MS Word | MS Excel | MS Access | MS Project | MS PowerPoint | MS PageMaker | Photoshop | Financial Software |
| Elementary |  |  |  |  |  |  |  |  |
| Intermediate |  |  |  |  |  |  |  |  |
| Advanced |  |  |  |  |  |  |  |  |

2.5. Foreign Language Knowledge (check off 🗸)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Foreign Language | Length | Understanding | | | Spoken | | | Reading and Understanding | | | Translating | | |
| Excellent | Good | Fair | Excellent | Good | Fair | Excellent | Good | Fair | Excellent | Good | Fair |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Third.**  **EMPLOYMENT**

3 .1. Starting with the most recent employment

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer | Position | | | | Date of Starting Employment | | Date of Leaving Employment | Monthly salary | Reason for Leaving |
|  |  | | | |  | |  |  |  |
| Supervisor | |  | | | | | Contact phone number | |  |
| Duties | | | | | | | Achievement | | |
| - | | | | | | | - | | |
| Employer | Position | | | | Date of Starting Employment | | Date of Leaving Employment | Monthly salary | Reason for Leaving |
|  |  | | | |  | |  |  |  |
| Employer | | | |  | | | Contact phone number | |  |
| Duties | | | | | | | Achievement | | |
|  | | | | | | |  | | |
| Employer | Position | | | | | Date of Starting Employment | Date of Leaving Employment | Monthly salary | Reason for Leaving |
|  |  | | | | |  |  |  |  |
| Employer | | |  | | | | Contact phone number | |  |
| Duties | | | | | | | Achievement | | |
|  | | | | | | |  | | |

**3.2. Except essential functions, what in addition can you contribute or teach?**

**...................................................................................................**

3.3. Are you able temporarily to work in countryside? [] Уes or [] No

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

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

**Fourth.**  **FAMILY STATUS**

* 1. Family members only

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

* 1. Kin relations (Uncle, aunt, etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Who | Name | Date of Birth | Place of Birth | Current Job Position | Contact phone number |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Five.**  **PERSONAL QUALITY**

5.1. Art and Sports Talent

|  |  |  |
| --- | --- | --- |
| Art and Sports | Years | Rank and Title |
|  |  |  |
|  |  |  |

5.2. Award and Decoration(State, In the field of ……………, Organizational, and Other)

|  |  |  |
| --- | --- | --- |
| Award name | Date | Place |
|  |  |  |
|  |  |  |

5.3. Your Strength and Weakness

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

5.4. Hobby: ............................

5.5. Near future five-year plan: ..............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

5.6. Future Goal: ..............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**Six: MISCELLANEOUS**

6.1. Required documents

* A copy of Identification Card
* 3x4 size Photo
* Original Professional Diploma and it’s copy
* Reference of Residing khoroo
* Employment Application
* Reference of previous employers
* List of works

6.2. Do you have any friends, relatives or acquaintances work for the university? [] Yes or [] No

If yes, state name, relationship and department where he or she works at:………………………………

6.3. How did you hear about the position. Name the source of information.

1. Social Media
2. MNU website
3. Friend or relative

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

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

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