***YANG KHOR PRIVATE LIMITED JOB APPLICATION FORM***

**Passport Size Photo**

***(Please write in legible or capital letters)***

1. **Personal Information:**

|  |  |  |
| --- | --- | --- |
| **Position applied for:** | | **Vacancy announcement date:** |
|  | |  |
| **Name (In Block Letters):** |  | |
| **Date of Birth (dd/mm/yy)** |  | |
| **Sex: (tick option)** | **Male:** | **Female:** |
| **Citizenship ID No.:** |  | |
| **Present Address:** |  | |
| **Contact No.:** |  | |
| **Email Address:** |  | |

1. **Addresses:**

|  |  |  |
| --- | --- | --- |
| **Permanent Address** | | **Present Address** |
| **Village** |  |  |
| **Gewog** |  |
| **Dzongkhag** |  |

1. **Details of the Parents and Guardians to be contacted in emergency:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Guardian** | | **Address** | **Contact No.** | **Email ID** |
| **Father/ Mother:** |  |  |  |  |
| **Guardian Name:** |  |  |  |  |

1. **Academic Qualification:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School/College/ Institutions** | **Subjects** | **Level of Qualification** | **Aggregate %** | **Start Date** | **End Date** | **Country** |
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1. **Trainings Attended:**

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| --- | --- | --- | --- | --- | --- |
| **Name of Institutions** | **Field of Study** | **Duration** | **Start Date** | **End Date** | **Country** |
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1. **Skills and Competency (Pl. tick whichever is relevant):**

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| --- | --- | --- | --- | --- |
| **Technical Skills** | **Foundation/ Basic** | **Intermediate** | **Experienced** | **Advanced** |
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1. **Work Experience:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of Company/Office** | **Position Held** | **Period** | | **Appt. Status** | **Place Served** | **Reason for Change/ Separation** |
| **From** | **To** |
| **Past Employment** | | | | | | |
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| **Present Employment: (attach no objection certificate)** | | | | | | |
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1. **Reference**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Referee** | **Occupation** | **Address/ Organization** | **Relationship with referee** | **No. of years of association** | **Contact No.** | **Email ID** |
|  |  |  |  |  |  |  |
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1. ***Declaration:***

*I hereby confirm that I have not been convicted by any court of law nor terminated by any of my previous organizations/employers (if applicable) nor been terminated / compulsorily retired or adjudged medically unfit by a medical doctor. If the submission of testimonials and certificates or any facts stated above are found to be false and misrepresented, YPL shall without assigning any reasons thereof reject my application and disqualify my candidature at any stage of selection, I shall be liable for termination even after being selected or appointed and subject to other legal actions.*

*If I am recruited by Yang Khor Private Limited, I agree to be placed in any Branch/Extension office of any location of Yang Khor Private Limited.*

Affix Legal Stamp

Affix Legal Stamp

Place: ……………………………

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

***NOTE 1: This form should be accompanied by the following documents:***

1. *Yang Khor Private Limited Job Application Form.*
2. *Two copies of recent passport size photograph.*
3. *Copy of citizenship card*
4. *Curricular Vitae/Resume (not required for Sub Staff and Driver).*
5. *Copies of academic transcripts and certificates.*
6. *Copies of relevant training certificates.*
7. *Copies of other relevant certificates.*
8. *Medical fitness certificate.*
9. *No objection certificate, if employed.*
10. *Copy of valid Security Clearance Certificate (on the date of submission the certificate should be valid)*. *Ensure that online security clearance certificate is valid.*
11. *Any other documents specified in the vacancy announcement.*

***NOTE 2:*** *All original documents should be produced at the time of interview.*

**For use by Yang Khor Private Limited**

Verified by:

Signature

Name:

HR Officer