Job application form

this form accurately. If you need more space for certain information, expand the section, insert columns, or use a separate page**. The total application shall not exceed six (6) pages!**

* **Fill the job application form offline and send it to** **recruitment.laos@swisscontact.org**

|  |  |
| --- | --- |
| Position:     | Picture  |
| Job Reference:  |
| Total Years of Professional Experience:   |
| Total Years of Relevant Job Experience:   |
| Required Notice Period:    |
| Indicative **expected salary per month** (cash in hand after tax):   |

|  |
| --- |
| Personal Details  |
| **Full name:**   |
| Sex: | Nationality:  |
| Date of Birth:   |  |
| Present Address:    |
| Permanent Address:   |
| Contract number  | Work:  | Home:  | Mobile:  |
| Email Address:  |

|  |
| --- |
| Motivation for Application [Describe below your motivation to apply for this position and how you would fit into it (max 150 words)]  |
|  |

|  |
| --- |
| Employment History of the 4 Last Jobs [Present your employment history in reverse chronological order - last to the first]  |
| **Job 1**: From month/ year: To month/ year:  | Organization name and address:    |
| Position:     |
| Reason for leaving:    |
| **Job 2**From month/ year: To month/ year:  | Organization name and address:   |
| Position:  |
|    |
| Reason for leaving:   |
| **Job 3** From month/ year: To month/ year:  |  Organization name and address:   |
|  Position:  |
| Key responsibilities:  |
| Reason for leaving:    |
| **Job 4**  From month/ year: To month/ year:    | Organization name and address:     |
| Position:   |
| Key responsibilities:  |
| Reason for leaving:   |

|  |
| --- |
| Educational Background [Put the highest degree first and the other degrees in reverse chronological order]  |
| **Name of Degree**  | **Major**  | **Name and Place of Institute**  | **Year**  | **Result**  |
|  |  |  |  |  |
|  |  |  |  |  |
|   |  |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|  |  |  |  |  |

| Professional Training[Put the latest training first] |
| --- |
| **Name of Training** | **Name and Place of Institute** | **Year** | **Duration** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Computer Proficiency(Please tick (√) your perceived expertise with these software tools.) |
| **Tools** | **Excellent** | **Good** | **Average** | **Beginner** |
| Microsoft Word |  |  |  |  |
| Microsoft Excel  |  |  |  |  |
| Microsoft PowerPoint |  |  |  |  |
| Internet Applications |  |  |  |  |
| Microsoft Outlook |  |  |  |  |
| Microsoft Teams |  |  |  |  |
| Others (if any) |  |  |  |  |

|  |
| --- |
| Language Proficiency[Please provide your level of proficiency: **4:** **Excellent, 3: Good, 2: Average, 1: Beginner** for the following criteria] |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Lao |  |  |  |
| English |  |  |  |
| Others (if any) |  |  |  |

|  |
| --- |
| References [Please provide 3 professional and/ or academic references, not from relatives]  |
|   | **Reference 1**  | **Reference 2**  | **Reference 3**  |
| Name:  |  |  |  |
| Title:  |  |  |  |
| Mailing address:  |  |  |  |
| Contact numbers:   |  |  |  |
| Email address:  |  |  |  |
| Your relation to the person:  |  |  |  |

|  |
| --- |
| Declaration  |
| Have you ever been convicted of a crime?   If yes, please mention details:      |
| I do hereby declare with my signature that the above- mentioned information is correct. I understand that falsification of any information provided on this application will disqualify me from the candidature.    |
| Signature:      | Date:   |