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: | | | | |

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

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

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| --- | --- | --- | --- |
| 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: |