



**SAARC Development Fund Secretariat
3rd Floor, BDFC Building
Thimphu : Bhutan**

Form SDF – 5.1

Preliminary Job Application Form
(Please use block letters)

PERSONAL INFORMATION:

Use Additional Pages if required
Please write YES or NO in the appropriate box

1. Name : _____
2. Mother's Name: _____
Father's Name: _____
3. Present Address: _____
4. Permanent Address: _____
5. Contact Phone No(s) _____ e-mail: _____
6. Sex: ____ Date of Birth: ____ Day ____ Month ____ Year. Place of Birth: ____
Blood Group: _____
7. Religion: _____
8. **Nationality:** please specify _____
9. **Marital Status:**
 Unmarried Married - Date: _____ Divorced - Date: _____
 Separated – Date: _____
Spouse Name: _____ Occupation: _____ No. of Children: _____



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APPLICATION INFORMATION

11. Position Applied for: _____ Dept: _____

Application submission date: _____

12. Source: Newspaper Internal Office Memo From Web-site
Reliable sources

13. If you are selected, how many days do you require to join after getting the final confirmation from SDF? _____ Days

14. Do you have any relatives (Close or Distant)* in SDF? Yes/No:

If Yes, please fill up the following information:

Name: _____ Empl #: _____ Designation:

Project/Dept.: _____ Office: _____

Relation _____

*Parents, spouse, children, brother, sister, in-laws, cousins, uncle, aunts, nieces, and nephews.

15. ACADEMIC & PROFESSIONAL QUALIFICATION

Institutional Education:

Highest Education Degree Achieved: _____

Education	Passing year	Institution /University	Class/Division	Country	Subject

Extra Curricular Activities:



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16. WORK EXPERIENCE:

Information about the Organization/ Company From Current to Previous	Position you served	Service period		Major Responsibilities
		From	To	
Organization Name: Name of Supervisor and Designation: Current Salary: Reason for Separation: Full Address with Phone:				
Organization Name: Name of Supervisor and Designation: Last Drawn Salary: Reason for Separation: Full Address with Phone:				

Reference – 1 (non-relative):

Name: _____

Position: _____

Full Address: _____

Phone: _____

Reference – 2 (non-relative):

Name: _____

Position: _____

Full Address: _____

Phone: _____

I certify that the above information is true, complete and correct to the best of my knowledge.

Signature of the Applicant

Date
