



<b>EMPLOYMENT APPLICATION FORM</b>	<b>Application Code :</b>
Please fill in the Application form, which is split into 9 parts. Please fill in all parts of the form and check it carefully before returning it. Please note that questions marked with an asterisk * are mandatory and therefore must be answered.	<b>Date of submit :</b> _____

<b>*Position applied for :</b>			
<b>*Location:</b>	1.	2.	3.

**1. PERSONAL DETAILS**

*Full Name		*Name In Khmer	
Nick Name		*Marital Status	<input type="checkbox"/> - Single <input type="checkbox"/> - Married <input type="checkbox"/> - Widow(er)
*Date of Birth		*Gender	<input type="checkbox"/> - Male <input type="checkbox"/> - Female
*ID No or Passport No		Date of Issuing	
		Date of Expiring	
*Permanent Address	No Street	Village	
	Commune:	District	
	Province:	Country	
*Contact Address	No Street	Village	
	Commune:	District	
	Province:	Country	
*Mobil Telephone		Home Telephone	
E-mail Address			
*Have you got any relative working in UP? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What kind of relationship?			
His/her name ..... His/her Position .....			
His/her name ..... His/her Position .....			
*Father's Name		His Job	
*Mother's Name		Her Job	
Number of sibling		Family book ID	
*Permanent Address	No Street	Village	
	Commune:	District	
	Province:	Country	
Spouse's Name		His/her Job	
His/her Telephone		Number of Children	

## 2. ACADEMIC EDUCATION & PROFESSIONAL QUALIFICATIONS

List any formal education you have obtained (**start with the most current university to high school**). Please attach a copy of degree with certified by municipality (require) and a copy of study record, if any.

School Name, Location (city & country)	Attended		Degree Obtain	Major	Have you graduated?
	From	To			
					<input type="checkbox"/> Y or <input type="checkbox"/> N
					<input type="checkbox"/> Y or <input type="checkbox"/> N
					<input type="checkbox"/> Y or <input type="checkbox"/> N
					<input type="checkbox"/> Y or <input type="checkbox"/> N
					<input type="checkbox"/> Y or <input type="checkbox"/> N

## 3. TRAINING COURSES ATTENDED

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking.

School Name, Location (city & country)	Course Title	Duration	Date Completed mm/yyyy

## 4. LANGUAGE SKILL

List of your languages skill and tick (✓) (Ex: Excellent, G: Good, F: Fair, P: Poor)

Languages	Writing				Speaking				Reading				Listening			
	Ex	G	F	P	Ex	G	F	P	Ex	G	F	P	Ex	G	F	P

**5. EMPLOYMENT HISTORY.** (Please record below the details of your **current or most recent** employer).

Name of Company			Number of Staff	
Address, Tele,				
Company's Main Activities				
Type of Organization	<input type="checkbox"/> - Government <input type="checkbox"/> - NGO <input type="checkbox"/> - Private Company <input type="checkbox"/> -Other: _____			
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> -Volunteer	
Start Date	mm/yyyy	End Date	mm/yyyy	
Starting Salary		Ending Salary		
Name of Supervisor		His/her position & h/p		
Reason for leaving (if applicable)				
Description of your duties and responsibilities				

**Previous Employer 1** (Please record below the details of your previous employment beginning with the most recent first).

Name of Company			Number of Staff	
Address, Tele,				
Company's Main Activities				
Type of Organization	<input type="checkbox"/> - Government <input type="checkbox"/> - NGO <input type="checkbox"/> - Private Company <input type="checkbox"/> -Other: _____			
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> -Volunteer	
Start Date	mm/yyyy	End Date	mm/yyyy	
Starting Salary		Ending Salary		
Name of Supervisor		His/her position & h/p		
Reason for leaving (if applicable)				
Description of your duties and responsibilities				

**Previous Employer 2** (Please record below the details of your previous employment beginning with the most recent first).

Name of Company			Number of Staff	
Address, Tele,				
Company's Main Activities				
Type of Organization	<input type="checkbox"/> - Government <input type="checkbox"/> - NGO <input type="checkbox"/> - Private Company <input type="checkbox"/> -Other: _____			
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> -Volunteer	
Start Date	mm/yyyy	End Date	mm/yyyy	
Starting Salary			Ending Salary	
Name of Supervisor			His/her position & h/p	
Reason for leaving (if applicable)				
Description of your duties and responsibilities				

**Previous Employer 3** (Please record below the details of your previous employment beginning with the most recent first).

Name of Company			Number of Staff	
Address, Tele,				
Company's Main Activities				
Type of Organization	<input type="checkbox"/> - Government <input type="checkbox"/> - NGO <input type="checkbox"/> - Private Company <input type="checkbox"/> -Other: _____			
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> -Volunteer	
Start Date	mm/yyyy	End Date	mm/yyyy	
Starting Salary			Ending Salary	
Name of Supervisor			His/her position & h/p	
Reason for leaving (if applicable)				
Description of your duties and responsibilities				

*Attach additional sheets if necessary*

## 6. SUPPORTING INFORMATION

In this section please give your reasons for applying for this post and additional information which shows how you match the person specification for the job. This can include relevant skills, knowledge, experience, voluntary activities and training, etc.

In this section please explain briefly, why would you like to work for UP?

\*Please draw down the Map of specific way from your HOME to UP

\*Have you ever had a serious illness or injury or any allergy?  No  Yes, (describe)

\*Have you ever been arrested, indicted, or convicted of a crime or the violation of any law?  Yes  No  
 If "yes", please give details of each case?

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**7. APPLYING INFORMATION**

How did you learn about the job announcement?	
<input type="checkbox"/> - Newspaper, <input type="checkbox"/> -ACS's board, <input type="checkbox"/> -University's board, <input type="checkbox"/> - Website, <input type="checkbox"/> - friend, <input type="checkbox"/> - other, specify .....	
When will you be available for work (after noticed date)?	:
Your Salary Expected if you were employed.	:

**8. REFERENCES**

Please list two referees other than your relatives or previous supervisors mentioned above who are familiar with your capacity or attitude.

**Referee 1:**

*Full Name		*Telephone	
Job Title			
*Address			
Email		* Relationship	
*Can the referee be contacted prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Referee 2:**

*Full Name		*Telephone	
Job Title			
*Address			
Email		* Relationship	
*Can the referee be contacted prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**9. DECLARATION**

I certify that all information I have provided above is true, complete and correct to the best of my knowledge and belief. I understand that any false or withheld information on this application form leads to termination or dismissal.

Signature			
Name		Date	

**REMARKS:** If you return this form by e-mail, you will be asked to sign the form when you attend for a writing test or an interview.

**10. ATTACHMENTS**

<b>*Attachments:</b>	<ol style="list-style-type: none"> <li>1. A copy of obtained certificate/Diploma with certified by municipality (required) and academic record (if any)</li> <li>2. A copy of national identification/family book/certificate of birth (required)</li> <li>3. Other supported document if necessary</li> <li>4. All documents are not return</li> </ol>
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