**GIZ-Afghanistan**

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| Please fill in and answer all the required sections carefully and completely and send it to us along with your CV. If you need more space, please attach additional pages.1. **Position Applied For:**

|  |  |
| --- | --- |
| 1. Position Applied For:
 | 1. Vacancy Number:
 |

1. **Personal Information:**
 |
| 1. First Name:
 | 1. Last Name:
 |
| 1. Date of Birth:
 | 1. Gender: Choose an item.
 |
| 1. Place of Birth:
 | 1. Passport/Tazkera #:
 |
| 1. Phone Numbers:
 | 1. Email ID:
 |
| 1. Applicant’s Address (in Detail):
 |
| House #:       | Street #:       | Village:       |
| District:       | Province:       | Country:       |

**Job Application Form**

1. **Education:** Please give full details in chronological order and start with the most recent education background

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Qualifications Obtained** | **Name of University/School** | **Location** | **Duration** | **Completed** |
|  |  |  | **From** | **To** | **Yes** | **No** |
|       |       |       |       |       |[ ] [ ]
|       |       |       |       |       |[ ] [ ]
|       |       |       |       |       |[ ] [ ]

1. **Trainings/Workshops:** Please write down the relevant trainings/workshops in chronological order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training’s Subject** | **Location** | **Institute** | **Training Period** | **Certificate/Diploma Received** |
| **From** | **To** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

1. **Employment Records:** Please start with your present/recent post and write down the last 3 employment records in chronological order.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employment Period** | **Position Title** | **Employer** | **Duty Station** | **Gross Salary/month (AFN)** | **Reason for Leaving** |
| **From** | **To** |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

1. **Professional Skills:**

|  |  |  |
| --- | --- | --- |
| **No** | **Type of Skill** | **Description** |
| 1. |       |       |
| 2. |       |       |
| 3. |       |       |
| 4. |       |       |

1. **Knowledge of Languages:**

|  |
| --- |
|  |
| Other Languages | Reading | Writing | Speaking | Understanding |
|  | Easily | Note Easily | Easily | Note Easily | Easily | Note Easily | Easily | Note Easily |
| Persian |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Pashto |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| English |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| German |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Others (       ) |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

1. **Is any of Your Relative Employed by GIZ-Afghanistan: No.** [ ]  **Yes.** [ ]  **If yes, please give details.**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **Relative’s Full Name** | **Relationship** | **Position Title** |
| 1. |       |       |       |
| 2. |       |       |       |
| 3. |       |       |       |

1. **References:** Please write down four professional referees who have been your superiors (not your relatives). One of the referees should be your current/recent superior.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Full Name | Position Title | Organization | Official Email ID  | Phone Number |
| 1. |       |       |       |       |       |
| 2. |       |       |       |       |       |
| 3. |       |       |       |       |       |
| 4. |       |       |       |       |       |

1. **Submission Guideline:** Please send the completed and signed application form along with your letter of motivation and detailed CV to the email address mentioned in the job vacancy.

**I certify that the above information provided by me is true, correct and complete to the best of my knowledge. I also understand that I would be dismissed without notice if GIZ-Afghanistan notices that the information I provided above or the documents I submitted to the respective organization are false and incorrect.**

**Signature (**optional**):**       **Date:**