**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

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| **Degree/Qualifications Obtained** | **Name of University/School** | **Location** | **Duration** | | **Completed** | |
| **From** | **To** | **Yes** | **No** |
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1. **Trainings/Workshops:** Please write down the relevant trainings/workshops in chronological order

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| --- | --- | --- | --- | --- | --- |
| **Training’s Subject** | **Location** | **Institute** | **Training Period** | | **Certificate/Diploma Received** |
| **From** | **To** |
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1. **Employment Records:** Please start with your present/recent post and write down the last 3 employment records in chronological order.

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| **Employment Period** | | **Position Title** | **Employer** | **Duty Station** | **Gross Salary/month (AFN)** | **Reason for Leaving** |
| **From** | **To** |
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1. **Professional Skills:**

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

1. **Knowledge of Languages:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| 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.**

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| --- | --- | --- | --- |
| **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.

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| --- | --- | --- | --- | --- | --- |
| 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:**      