

# BHUTAN DUTY FREE LIMITED

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## EMPLOYMENT APPLICATION FORM

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passport size  
photograph

VACANCY No.: -----

POSITION APPLIED FOR: -----

### 1. PERSONAL BIO-DATA

Name: -----

CID No: -----

Date of Birth: -----

#### A: Permanent Address:

Chiwog \_\_\_\_\_ Gewog \_\_\_\_\_ Dzongkhag \_\_\_\_\_

House No. \_\_\_\_\_ Thram No. \_\_\_\_\_.

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_

#### B. Present Address (if it is different from the permanent address)

Address \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Preferred contact Phone No: \_\_\_\_\_

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Are you currently employed?

 Yes

 No

Are you available to commence employment immediately?

 Yes

 No

If not, what is your current notice period? -----days/weeks/months

## 2. EDUCATION QUALIFICATION

SL #	Academic Achievement	Name of School /College / University/ Institution and location	Year of Graduation	Certificate/Diploma/Degree/Post-graduate/Professional degree awarded.
1	High School			
2	Higher Secondary School			
3	Degree			
4	Certificate/Diploma			
5	Post-Graduate /Professional degree			
6	Specialized training skills/extra-curricular activities etc.			

## 3. EMPLOYMENT HISTORY:

Please list your current/recent employer first.

<b>Employer:1</b>		Dates Employed	
Address:		From:	
Telephone No:		To:	
Job Title:		Manager/Supervisor:	
Type of Business:		Reason for leaving:	

<b>Employer:2</b>		Dates Employed	
Address:		From:	
Telephone No:		To:	
Job Title:		Manager/Supervisor:	
Type of Business:		Reason for leaving:	

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Additional page of employment experience is attached to this application.

## 4. REFEREES

Please provide contact details for two referees for your application, at least one of which must be a professional referee.

i. Name: -----  
Position: -----Relationship with Applicant: -----  
Address: -----  
Telephone: (Home)\_\_\_\_\_ (Work)\_\_\_\_\_ (Mobile)\_\_\_\_\_  
Email: \_\_\_\_\_

ii. Name: -----  
Position: -----Relationship with Applicant: -----  
Address: -----  
Telephone: (Home)\_\_\_\_\_ (Work)\_\_\_\_\_ (Mobile)\_\_\_\_\_  
Email: \_\_\_\_\_

## 5. SPECIAL SKILLS & QUALIFICATIONS

Please list any additional skills/memberships/certificates you feel may support your application:

1 \_\_\_\_\_

2 \_\_\_\_\_

## 6. DECLARATIONS

Please read carefully and sign the statement below: I understand and agree that:

- Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews, shall justify the refusal of employment, or termination of employment.
- Any offer of employment, I may receive from BDFL is contingent upon my successful completion of the company's pre-employment screening process, including BDFL verifying my credential and background checks, if deemed necessary.
- All of my present and former employers and those individuals I have listed as reference may be reason for the separation of employment, work performance, Abilities and other qualities pertinent to my employment.
- **I have enclosed all the required documents as per the TOR and I understand that my application will be rejected, if the documents are incomplete or invalid.**
- I agree to BDFL retaining this application along with all documents submitted after the completion of the selection process.
- I also understand that, if selected, I am liable to be posted/transferred to any Duty-Free Shops during my employment.

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*I certify that all information and documents provided are true and correct to the best of my knowledge and I also understand that my candidature is liable to be rejected during the selection process and service terminated, if the document submitted and information furnished are found incorrect at any time during my employment with BDFL.*

Date: -----

Signature: -----

**(Affix Legal Stamp)**

Place: -----