



----- ISO/IEC 27001:2013 certified -----

**Annexure - 4.2**

**Employment Application Form**

Date of Application:.....

**POSITION APPLIED FOR:** .....

**1. PERSONAL INFORMATION**

Name: .....

Gender  Male  Female

Nationality: .....

Citizenship Identity Card No: .....Date of Birth: .....

**PERMANENT ADDRESS:**

Village: ..... Gewog: ..... Dzongkhag:  
 .....

**PRESENT ADDRESS:**

Address:.....

Mobile No: ..... Email ID:.....

**2. EDUCATION BACKGROUND:**

Sl.No	SCHOOL/COLLEGE/UNIVERSITY	QUALIFICATION	PERCENTAGE	YEAR OF COMPLETION



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**3. EMPLOYMENT HISTORY (If Any):**

Sl.No	ORGANIZATION	PERIOD (MM/YY)			REMARKS
		DESIGNATION	FROM	TO	

**4. SPECIAL SKILLS & QUALIFICATIONS**

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

SL.NO	NAME OF COUSE	NAME OF INSTITUTE	YEAR



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**APPLICATION DOCUMENTS CHECKLIST:**

*(The following documents to be submitted along with the Employment application form)*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Application form   |
| <input type="checkbox"/> | 2. Curricular Vitae /Resume                                       |
| <input type="checkbox"/> | 3. One Number of Passport size photo                              |
| <input type="checkbox"/> | 4. Copy of Citizenship Identity Card                              |
| <input type="checkbox"/> | 5. Copy of Academic Transcript /Mark sheet                        |
| <input type="checkbox"/> | 6. Copy of Valid Medical Certificate                              |
| <input type="checkbox"/> | 7. Copy of Valid Security clearance certificate                   |
| <input type="checkbox"/> | 8. Copy of Extra Curricular Activity, if any                      |
| <input type="checkbox"/> | 9. No Objection Certificate from the current employer if employed |
| <input type="checkbox"/> | 10. Work Experience certificate, if Applicable                    |

- A. Please ensure that you produce original of all submitted documents during interview
- B. GIC-Bhutan reserves the right to retain the documents submitted and shall not be returned
- 1. I have
  - i. not been convicted of a criminal offense
  - ii. not been terminated / compulsorily retired from service by the previous employer
  - iii. not been previously selected in the GIC-Bhutan. And dishonored the selection/ appointment
- 2. I confirm that all information contained in my application and documents is to the best of my knowledge. In case the company finds that the information given by me is misleading and not accurate, the company shall have the right to disqualify my candidature at any time without any notice.

If I am recruited by GIC-Bhutan Reinsurance, I agree to be placed in any Department within GIC-Bhutan.

Place: .....

Date: .....

Signature: .....

(Affix Legal Stamp)