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**GIC - Bhutan Reinsurance Co. Ltd.**  
*Reinsurance with Professionalism, Trust & Reliability*

**EMPLOYMENT APPLICATION FORM**

Date of Application: .....

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

**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: .....

**EDUCATION BACKGROUND:**

QUALIFICATION	PERCENTAGE	SCHOOL/COLLEGE/UNIVERSITY	YEAR OF COMPLETION

**SKILLS, EXPERTISE & TALENTS:**



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**WORK EXPERIENCE (If Any):**

ORGANIZATION	PERIOD (MM/YY)			REASON FOR SEPERATION
	DESIGNATION	From	To	



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**APPLICATION DOCUMENTS CHECKLIST:**

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

- 1. Application form
- 2. Curricular Vitae /Resume
- 3. One Number of Passport size photo
- 4. Copy of Citizenship Identity Card
- 5. Copy of Academic Transcript /Mark sheet
- 6. Copy of Character certificate (Cl. X or XII or Degree)
- 7. Copy of Valid Medical Certificate
- 8. Copy of Valid Security clearance certificate
- 9. Copy of Extra Curricular Activity, if any
- 10. No Objection Certificate from the current employer if employed
- 11. Work Experience certificate , if Applicable

A. Please ensure that you produce original of all submitted documents (if Shortlisted)

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, I agree to be placed in any Department /Branch within GIC-Bhutan.

Place: .....

Date: .....

Signature: .....