

Job application form

Please note that application form and copies of relevant documents once submitted will be the property of DCCL and shall not be returned at any subsequent date.

DUNGSAM CEMENT CORPORATION LIMITED

EMPLOYMENT APPLICATION FORM

VACANCY APPLIED FOR:

PERSONAL DETAILS

Name: _____ Title: _____ Date of Birth: _____

Address:

Village: _____ Gewog: _____ Dzongkhag: _____

Telephone: _____ (Home) _____ (Mobile) _____ (Work)

Email: _____ Preferred contact: _____

Are you currently employed? Yes No

Are you available to commence employment immediately?

If not, what is your current notice period?

EDUCATION

	Secondary School	College/ University	Post-graduate/ Professional
Name of Educational Institute			
Diploma/Degree/ Certificate received			
Honours received			
Specialized training skills/extra - curricular activities			

EMPLOYMENT EXPERIENCE

Please list your current/recent employer first

Employer:		Dates Employed	
Address:		From:	
Telephone No.:		To:	
Job Title:		Manager/Supervisor:	
Type of Business:		Reason for Leaving:	
Employer:		Dates Employed	
Address:		From:	
Telephone No.:		To:	
Job Title:		Manager/Supervisor:	
Type of Business:		Reason for Leaving:	

Employer:		Dates Employed	
Address:		From:	
Telephone No.:		To:	
Job Title:		Manager/Supervisor:	
Type of Business:		Reason for Leaving:	

Additional pages of employment experience are attached to this application

DUNGSAM CEMENT CORPORATION LIMITED

REFERENCES

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

Name: _____ Title: _____ Position: _____

Relationship to Applicant:

Address: _____

Telephone: _____
 (Home) (Mobile) (Work)

Email: _____

Name: _____ Title _____ Position: _____

Relationship to Applicant:

Address: _____

Telephone: _____

(Home)

(Work)

(Mobile)

Email: _____

SPECIALIST SKILLS & QUALIFICATIONS

Please list any additional skills/memberships/licenses/certificates that support your application:

Additional pages of specialist skills & qualifications are attached to this application

DUNGSAM CEMENT CORPORATION LIMITED

DECLARATION

Please read carefully and sign the statement below:

I understand and agree that:

- The information I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews, can justify the refusal of employment, or if employed, the termination of employment.

- Any offer of employment I may receive from DCCL is contingent upon my successful completion of the company's pre-employment screening process, including DCCL receiving references if considered satisfactory.
- All of my present and former employers and those individuals I have listed as references may be requested to furnish information of my employment record, including a statement of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment.
- I agree to DCCL keeping this application on file for the purposes of considering my current application and in the event that future vacancies arise for which I may be suitable.

Signature:.....

Date:.....