

Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION	:	<i>[From the Terms of Reference, state the position for which you are applying.]</i>
2	NAME OF PERSON	:	<i>[state full name]</i> <i>In English:</i> <i>In Bengali:</i>
3	MOTHER'S NAME	:	
4	FATHER'S NAME	:	
5	DATE OF BIRTH	:	<i>[dd/mm/yy]</i>
6	PRESENT ADDRESS	:	
7	PERMANENT ADDRESS	:	
8	NID NUMBER	:	
9	APPLICANT AGE (According to the circular)	:	
10	GENDER	:	
11	RELIGION	:	
12	NATIONALITY	:	
13	MEMBERSHIP IN PROFESSIONAL SOCIETIES		<i>[State rank and name of society and year of attaining that rank].</i>
14	EDUCATION		<i>[List all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>
15	TRAINING		<i>[Indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks mentioned in the ToR].</i>
16	PROFESSIONAL CERTIFICATIONS		<i>[List professional certifications like OCP, etc.]</i>
17	LANGUAGES PROFICIENCY		

18	EMPLOYMENT RECORD	<i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>
	<i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i> TO: <i>[e.g. December 2001]</i>
	EMPLOYER 2	FROM: TO:
	EMPLOYER 3	FROM: TO:
	EMPLOYER 4 (etc.)	FROM: TO:
19	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THE RESPONSIBILITIES OF THE POSITION	<i>[Give an outline of experience and training most pertinent to handle the tasks of the proposed position, with degree of responsibility held. Use about half of a page A4].</i>
20	SOFTWARE/APPLICATIONS DEVELOPED & MAINTAINED	<i>[List software/applications developed or maintained, mentioning the tools used in carrying out the responsibilities.].</i>
21	COMPUTER SKILL	<i>[Mention the skills you have, including OS, programming and database skills.].</i>
22	CONTACT DETAILS	Mailing Address: Phone: Cell No. Email:
23	REFERENCE	<i>[Add two references only. List names from organizations you worked in, or from academia where you studied before, or from among the clients to whom you provided services.].</i>

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			