

APPLICATION FORM

Applied position:

Applying date (dd/mm/yyyy):

PERSONAL DETAILS

Full name:

Address:

Phone number:

Email:

D.O.B (dd/mm/yyyy):

Marital status:

Gender: ☐ Male ☐ Female

*Please insert
your current
photo here*

EDUCATION AND QUALIFICATIONS

Please state all of your professional education, qualifications and training course related to the required position

Qualification	Level/Degree	Issuing Body/Institute	Date of award
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CAREER HISTORY

I. Current employment

Employer's name

Position/Title

Employed period From To

Duties and achievements

Reason for leaving

Reference (if any)

II. Previous employment 1

Employer's name

Position/Title

Employed period From To

Duties and achievements

Reason for leaving

Reference (if any)

III. Previous employment 2

Employer's name

Position/Title

Employed period From To

Duties and achievements

Reason for leaving

Reference (if any)

Computer proficiency

Please list out computer software you can use and rate how good you are at each software?

(5: excellent – 4: very good – 3: good – 2: normal – 1: basic knowledge)

Extra activities

Please list any social activities and hobby that you are interested

Your motivation

Please shortly describe why you are interested in this position and how your skills, ability, knowledge and experience demonstrate your suitability

Current gross salary in VND:

Expected gross salary in VND:

Available date (dd/mm/yyyy):

**Notice:*

- *Please complete all the information in the next 2 pages.*
- *Please send this application form in English, including copies of relevant certificates and references, either by email (to hr-giz@giz.de) or by post (to GIZ Office Hanoi, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam).*
- *Please state 'Application for the <position> – <project name>' in the subject line or on the envelope. The short-listed candidates will be contacted within 4 weeks after the deadline.*

COVER LETTER

(Please insert your cover letter in this page)

CURRICULUM VITAE

(Please insert your full CV in this page)