

# SOUTHERN EMPLOYMENT APPLICATION FORM



Application For University College School; Job Title (Position Applied for) \_\_\_\_\_  
 In which publication(s) did you see this post advertised? \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 When are you free to take up post? \_\_\_\_\_ When are you available for interview? \_\_\_\_\_

## SECTION A: Personal Details:

Title (e.g. Mr, Mrs, Miss, Ms) \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Full Name : \_\_\_\_\_  
 Date, Place and Country of Birth: \_\_\_\_\_ Nationality \_\_\_\_\_  
 Present address (1) \_\_\_\_\_  
 Permanent address, if different (2) \_\_\_\_\_  
 Telephone No. Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Other Number \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Health(Tick appropriate box) : Have you ever suffered from any serious illness, including nervous disorders? Yes  No   
 Do you have any disability, which would limit your ability to carry out the job for which you are applying? Yes  No ; If 'Yes' to either please give details below.  
 References: Please give the names and addresses of 2 referees one of whom should be your present or former employer. Please note that we may approach your present or former employer at our discretion on a confidential basis. Indicate when we may do so.  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

## SECTION B: Education

**Educational and Professional Qualifications** (Please list all post-school qualifications gained (in reverse order), giving subject; class, level or grade; and/or other professional qualification, together with award date and institution. Give expected date of award for any qualifications you are working toward.)

Name of Degree	Major	Issuing institute & Address	Year Attended		Year of Passing	Award achieved Division/ Class/ grade
			From	To		

Please list any professional associations and/or learned societies of which you are a member. If your name appears on a professional register, please state which.

1. Have you ever worked for Southern School/College/University? Yes No; If **YES**, list Department(s) and dates:
2. Do you have any relatives working at Southern? Yes No; If **YES**, list name(s) and relationship(s):
3. Have you been convicted of a misdemeanor or felony as an adult (18 or older)? Yes  **No**   
 If **YES**, please list circumstances and dates on a separate sheet of paper. Exclude minor traffic and other convictions which have been judicially Dismissed, expunged, sealed or eradicated. Conviction of a crime is not an automatic bar from employment; circumstances will be considered.

## SECTION C: Employment History

**Career Information:** All details should be submitted in the following specified area, additional section (following same headings) could be inserted should one needs to record employment history more than Four (4) times provided below in the boxes. Keep each area separate.

**Career History:** Starting with your present or recent most post, list in reverse order every employment you have had. Use a single block for each post. Include and note any period during which you were not employed (if any) in the area of "Reason for Leaving".

1. Name of the Organization: (Previous position, If not currently employed)					
From	To	Years served	Gross Salary Per Month		<b>PRESENT POST</b>
Month/Year	Month/Year		Initial	Final	
					Number of employees supervised by you (if any):
					Address and Contact no:
Reported to (Name and Designation of the Reporting Officer):				Type of Organization:	
Reason for Leaving:					
Major Duties Performed by You:					
Major Achievements (If any)					

2. Previous Organization (In reverse order)

From	To	Years served	Gross Salary Per Month		POSTS
Month/Year	Month/Year		Initial	Final	
					Number of employees supervised by you (if any):
					Address and contact no:
Reported to (Name and Designation of the Reporting Officer):					Type of Organization:
Reason for Leaving:					
Major Duties Performed by You:					
Major Achievements (If any)					

3. Previous Organization (In reverse order)

From	To	Years served	Gross Salary Per Month		POSTS
Month/Year	Month/Year		Initial	Final	
					Number of employees supervised by you (if any):
					Address and contact no:
Reported to (Name and Designation of the Reporting Officer):					Type of Organization:
<b>Reason for Leaving:</b>					
Major Duties Performed by You:					
Major Achievements (If any)					

**PERSONAL STATEMENT:** Please state how your experience and skills will meet the job requirement and why you would like to be appointed to this post; use additional sheet(s), if necessary.

**SECTION D : Other**

**Other experience, skills and your personal interests;** Please list your knowledge of any languages, indicating the level of fluency against each of the following: 1. = fluent; 2. = working knowledge; 3. = basic

	Read	Write	Speak	Understand
_____	_____	_____	_____	_____

Please describe other experience or skills you have gained which would be useful for this post, in particular knowledge of development assistance activities.

● Do you possess good Computer skills? Yes  No  ● Typing speed \_\_\_\_\_? ● Do you possess good Bangla Typing skills? Yes  No

What software package can you use with confidence? Please list:

Further information: Please specify any relevant details (if any), not covered in other areas of the Application Form and Please sign below to affirm that this is an accurate portrayal of your background.

I affirm that all answers and statements in this application for employment are complete and true to the best of my knowledge and belief. I understand that any false statement or omission may be cause for rejection of my application or for my discharge after appointment. I also understand that if hired, I must provide documentation attesting to my identity, In connection with the investigation of this application, I authorize to contact each of my former employers, educational institutions and the references listed herein and any pertinent information they may have regarding my work performance, whether such information is favorable or unfavorable to me. I hereby fully release all such persons and entities from any liability with respect to furnishing such information to the Southern, and waive any claims I may have against them with respect to release of such information. I also authorize the Southern to release such employment information as necessary to those employees and agents of the Southern who require such information to investigate or to make a decision with respect to any matter pertaining to my employment. All information provided may be used only for the purposes of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Southern is an equal opportunities employer and encourages applications from all ethnic groups, women and disabled people.**  
**Please No Phone Calls** and Don't Fold Your Completed Application Form (HARDCOPIES).  
**Please return your completed application forms with supporting documents to (as applicable):**

**Registrar: Southern University Bangladesh OR**  
**Principal : Southern International School & College**  
**22 Shahid Mirza Lane (E), Mehdibag Road, Chittagong 4000; Bangladesh**

**SECTION E : For Office Use**

● Interviewed Yes  No  ● Selected Yes  No  ● Appointed Yes  No  ● Type of Employment Fulltime  Part Time  Contractual

Date of Joining : \_\_\_\_\_ Starting Salary : \_\_\_\_\_ Authorised Signature & Date: \_\_\_\_\_