**JOB APPLICATION**

***Important note:***

Thank you for choosing Render LLC. We will keep your personal information and will not use it for any other purpose. Please fill in your information completely and correctly.

**1. Personal Information**

* 1. Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your recent photo (3x4)

* 1. Source of info on position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Desired Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Date available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  4. Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  5. Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  6. First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  7. Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  8. Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age: \_\_\_\_\_\_Gender: Male Female
  9. Home Country Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  10. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  11. E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  12. Bank account number/TDB/: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Khanbank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  13. Driving license category: \_\_\_\_\_Do you have a car? Yes No

|  |  |
| --- | --- |
| Address: |  |

**2. Family Information**

2.1 Married : Yes No

Number of family members: \_\_\_\_\_\_ Number of children: \_\_\_\_\_\_

2.2 Family information:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| № | Relation | Full Name | Date of Birth | Place of Birth | Position | Phone Number |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

**3. Education**

3.1 Education:  *(High school and academic degree)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | | Where | School | Profession | Degree | GPA |
| Attended | Graduated |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**4. Employment History**

4.1 Year of work experience: \_\_\_\_\_\_\_\_\_

4.2 Employment records:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  | | | | | | |
| Company Name | Industry | Position/Title | Employed from | | Employed to | | Salary |
| Year | Month | Year | Month |
|  |  |  |  |  |  |  |  |
| Manager | | | The reasons why you left | | | | |
| Full Name | Position | Phone number |  | | | | |
|  |  |  |
| 2 |  | | | | | | |
| Company Name | Industry | Position/Title | Employed from | | Employed to | | Salary |
| Year | Month | Year | Month |
|  |  |  |  |  |  |  |  |
| Manager | | | The reasons why you left | | | | |
| Full Name | Position | Phone number |  | | | | |
|  |  |  |
| 3 |  | | | | | | |
| Company Name | Industry | Position/Title | Employed from | | Employed to | | Salary |
| Year | Month | Year | сар |
|  |  |  |  |  |  |  |  |
| Manager | | | The reasons why you left | | | | |
| Full Name | Position | Phone number |  | | | | |
|  |  |  |
| 4 |  | | | | | | |
| Company Name | Industry | Position/Title | Employed from | | Employed to | | Salary |
| Year | Month | Year | сар |
|  |  |  |  |  |  |  |  |
| Manager | | | The reasons why you left | | | | |
| Full Name | Position | Phone number |  | | | | |
|  |  |  |

**5. Courses you have attended in your profession or other fields**

|  |  |  |  |
| --- | --- | --- | --- |
| In what field | Company Name | When | Duration |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6. Skills**

* 1. Do you have any score of TOEFL, IELTS, HSK, TOPIK and others? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Knowledge of foreign language *(Please press* “+”*)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| № | Language | **Listening** | | | **Speaking** | | | **Reading** | | | **Writing** | | | |
| excellent | good | basic | excellent | good | basic | excellent | good | basic | excellent | good | basic |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |

6.3 Computer program *(Please write* “+”*)*

|  |  |  |  |
| --- | --- | --- | --- |
| Program | Basic | Good | Excellent |
| MS Office |  |  |  |
| AutoCAD |  |  |  |
| Sketch up |  |  |  |
| Photo shop |  |  |  |
| Other: | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Soft skills *(Please press* “+”*)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| № | Skills | Basic | Good | Excellent |
| 1 | Problem solving |  |  |  |
| 2 | Communication skills |  |  |  |
| 3 | Decision making |  |  |  |
| 4 | Leadership |  |  |  |
| 5 | Teamworking |  |  |  |

* 1. Talent

|  |  |  |  |
| --- | --- | --- | --- |
| Sport or art | Duration | Amateur or Professional | Degree |
|  |  |  |  |
|  |  |  |  |
| Hobby: | | | |

**7. Rewards**

|  |  |  |
| --- | --- | --- |
| Rewards | Year | Definition |
|  |  |  |
|  |  |  |
|  |  |  |

**8. References**

8.1 Personality

|  |  |
| --- | --- |
| *Your strengths* | *Your weaknesses* |
|  |  |

Application filled by: ...................................../Signature/ Date: .....................................................

Thank you. Have a nice day.