

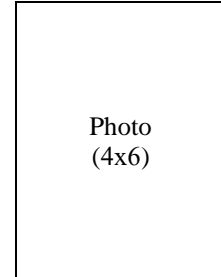


JOB APPLICATION FORM

JOB POSITION (employers' section)

- PLEASE NOTE:
1. By filling the application form, you will not be held responsible for any role for the company.
 2. Please fill out the questionnaire in person and answer all questions concisely and without abbreviations.
 3. You must attach all the required documents to the application form.
 4. Materials attached to the application form cannot be returned.

The position you are interested in _____
 The amount of salary you want _____
 Would you be able to work in the countryside? _____



One. GENERAL INFORMATION

- 1.1. Family name: _____ First name: _____
 Last name: _____
- 1.2. Age: _____ 1.3. Gender: male / female (please underline)
- 1.4. Ethnicity: _____
- 1.5. Date of Birth: _____ year _____ month _____ day
- 1.6. Birthplace: _____
- 1.7. Social background: _____
- 1.8. Current administration: _____
- 1.9. Registration number: _____
- 1.10. Insurance number: _____ 1.11. Healthcare number: _____
- 1.12. Current address : _____
- 1.13. Please indicate one relating your current housing: yours parents, relatives rent other
- 1.14 E-mail: _____ 1.15. Post address: _____
- 1.16. Phone number: home: _____ cellphone: _____ work: _____ other: _____

Two. EDUCATION, PROFESSIONAL STATUS

- 2.1. EDUCATIONAL DEGREE: /please cross /
 Primary educaion Secondary education Collage education Bachelor Master Above master Other

2.2. EDUCATION /please include high school /

School name	Location	Enrolled date	Graduted date	Profession	Specializations	Diploma number

2.3. PROFESSIONAL TRAINING / write internships and specializations in foreign and domestic work /

Company name	Date of beginning	Duration	Specialization	Certificate number

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2.4. TRAININGS AND SEMINARS NOT RELATED TO YOUR PROFESSION

Name of course	Year	Type of course	Duration time

2.5. LEVEL OF FOREIGN LANGUAGE KNOWLEDGE /please use + to check/

Language	Length of studied	Speaking			Writing			Translating						Understanding		
								Oral			Written					
		Very good	Good	Bad	Very good	Good	Bad	Very good	Good	Bad	Very good	Good	Bad	Very good	Good	Bad
English																
Russian																
.....																
.....																
.....																

2.6. COMPUTER SKILLS /please use + to check/

Computer program name	Microsoft Word	Microsoft Excel	Microsoft Powerpoint	Microsoft Access	Page Maker	Photo shop	Corel Draw	Financial programs
Beginner									
Average									
Advanced									
Never used before									

Three. EMPLOYMENT STATUS

3.1. Are you currently employed? _____

3.2. YOUR WORK EXPERIENCE /Please start with your most recent job/

Company name	Type of business	Employment date (starting)	Employment date (ending)	Salary	Position	Length of employment	Reason for leaving

Length of years you worked for civil service and paid social insurance..... year..... month

3.3. REFERENCES (Provide information of 3 person who can define your professional and personal skills)

Company name	Name	Job position	Relationship to you	Phone number	E-mail

3.4. What do you know about your profession?

3.5. Other skills you have related to your profession: _____

3.6. If you have not been employed for a long time, please state your reasons: _____

3.7. What kind of work are you interested in besides your main profession?

1. _____ 3. _____
 2. _____ 4. _____

3.8. Available start date: _____ explanation: _____

3.9. Permanent employment period: / please cross /

- up to one year 1 – 3 year 3 – 5 year more than 5 years

FOUR. FAMILY STATUS

4.1. MARRIAGE STATUS / please cross / Married Single Divorced

4.2. FAMILY STATUS: Number of family members _____ / write family members only currently living with you/

Relationship	Last name	First name	Birth of date	Gender	Job title	Phone number	Salary

4.3. INFORMATION ABOUT YOUR PARENTS, SIBLINGS AND RELATIVES

Relationship	Name	Age	Gender	Company name, Job title	Phone number

FIVE. SOME PERSONAL INFORMATION

5.1. YOUR STRENGTHS AND WEAKNESSES

Strengths	Weakness

5.2. ART AND SPORT TALENTS

Type	Any prize, or rating	Date of prize / from where /

5.3. YOUR HOBBY, SPECIAL TALENTS _____

5.4. HONORARY AWARDS / STATE MEDAL, HONORS /

Name of the award	Date of the award	What company were you working

5.5. PUNISHMENT / whether any previous sentence or disciplinary action has been taken /

YES NO Explanation: _____

5.6. Do you have any health concerns: _____

5.7. Housing condition: / please cross /

State /privatized / Company Private house Rent Others

5.8. Do you have driving license?	Category	How long have you been driving?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	

5.9. Do you own a car? Yes No Car type : _____

5.10. Does your friends and relatives work for our company: Yes No

Name : _____ Your relationship: _____ Which unit: _____

5.11. What your plans and goals for next 3 years? _____

All of the above information is accurate

Signature _____ _____ year _____ month _____ day

Thank you. And good luck!

Employment part: To be completed by the human resources officer and relevant officials.

1.

whether connected	Date	Note

2.

Name of interviewer	Job title	Date of meeting	Note

3.

Date of start		Branch, unit	
Original copy diploma		The amount of money given as collateral for the diploma	
Date of end		Reason for leaving	