



**SAARC Development Fund Secretariat  
3<sup>rd</sup> Floor, BDFC Building  
Thimphu, Bhutan**

**Preliminary Job Application Form**  
(Please use block letters)

Use Additional Pages if required (when using an additional page for a specific line item, maximum words used could be 250 for that line item)

Please write YES or NO in the appropriate box

Recent  
Photograph of  
the Applicant

**PERSONAL INFORMATION**

1. Name: \_\_\_\_\_

2. Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

3. Present Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Contact Phone No(s) \_\_\_\_\_ e-mail: \_\_\_\_\_

6. Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year. Place of Birth: \_\_\_\_\_

Blood Group: \_\_\_\_\_

7. Nationality(s): \_\_\_\_\_

8. **Marital Status**

☐ Unmarried ☐ Married ☐ Divorced ☐ Separated

Spouse Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

No. of Children: \_\_\_\_\_



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**12. Do you have any relatives (Close or Distant)\* in SDF or any of its funded projects? Yes/No:**

If yes, please fill up the following information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Designation: \_\_\_\_\_

Project/Dept.: \_\_\_\_\_ Office: \_\_\_\_\_

Relation \_\_\_\_\_

\*Parents, spouse, children, brother, sister, in-laws, cousins, uncle, aunts, nieces, and nephews.

**13. ACADEMIC & PROFESSIONAL QUALIFICATION\***

Degree Obtained (starting with the highest degree)	Year of obtaining the degree	Institution /University	Class/Division	Country	Field

\*Please submit certified true copies of certificates for qualifications

**14. WORK EXPERIENCE**

Information about the Organization/ Company from Current to Previous	Position you served*	Service period		Primary Responsibilities	Country
		From	To		
Organization Name:  Name of Supervisor and Designation: Last Drawn Salary: Reason for Separation: Full Address with Phone:					



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Organization Name:					
Name of Supervisor and Designation:					
Last Drawn Salary:					
Reason for Separation:					
Full Address with Phone no:					

\* Use separate rows for different positions served in any organization (Add rows if required)

**15. Sectorial experience**

Sl. No.	Experience in Financial Sector*	Organization	Primary Responsibilities	Period	
				From	To

\* Social programs, credit, investment, banking etc.

**16. Experience in dealing with Govt. bodies, regulatory bodies, development agencies, multilateral agencies**

Sl. No.	Name of the Agency	At what capacity	Employing Organization	Period	
				From	To

**17. Provide a short write-up on experience (if any) in a leadership role i.e. working as a team leader at national/sub national levels impacting sizeable population (in not more than 250 words)**

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**18. REFERENCES**

**Reference – 1 (non-relative):**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relation: \_\_\_\_\_

Full Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference – 2 (non-relative):**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relation: \_\_\_\_\_

Full Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I certify that the above information is true, complete and correct to the best of my knowledge.

Signature of the Applicant

Date

\_\_\_\_\_