



**JOB APPLICATION FORM**

FORM: APP-ENG-01

This application is given **free of charge** at headquarter or branches of G B Microfinance Institution Plc. or can be downloaded from [www.gbmfi.com.kh](http://www.gbmfi.com.kh). The acceptance of the application form does not imply that the applicant will be short-listed or employed. Only qualified and good morality candidates are notified and prioritized to be employed.

Photo  
4X6

Position ..... / Location ..... / Salary Desired \$..... /M

Could you go anywhere beside the above location?  No Choice  Everywhere  Somewhere,.....

**BASIC INFORMATION**

Have you ever submitted an application to G B Microfinance Institution before?  Yes  No. If yes, please write position and date that applied for: .....

Have you ever employed with G B Microfinance Institution before?  Yes  No. If yes, please write the position and date resigned: .....

Have you got any relatives (son, daughter, adoptee, sibling, father or mother) working for G B Microfinance Institution?  Yes  No. If yes, please list name below:

Name	Position	Location	Relationship
.....	.....	.....	.....
.....	.....	.....	.....

**PERSONAL INFORMATION**

**Full Name:** ..... **Name (In Khmer)** ..... **Nickname** .....  
Date of Birth....., Place of Birth.....,  
Race....., Nationality....., Height.....Cm, Weight.....Kg  
Phone Number ☎: .....

**Education**.....**Major**.....**Institution Name**.....

**Marital Status:**  Single  Married  Divorced  Widow(er), # of Children.....  
Spouse's Name.....Occupation..... Company Name.....  
Phone Number ☎: .....

Father's Name.....,  Alive  Dead, Year of Birth..... Occupation.....  
Mother's Name.....,  Alive  Dead, Year of Birth..... Occupation.....  
Parent's Phone Number ☎ (Father)..... ☎ (Mother) .....

**Permanent Address :**( Base on family or residence book).....  
.....

**Above Address is My:**  Own House,  Parent's House,  Parent-in-law's House,  Rental House,  Guardian's House.  
 Others.....

### EDUCATIONAL BACKGROUND

*Start with the higher to lower education (from the most current university to high school and secondary school)*

Institution Name	Location (Province-City & Country)	Year		Major	Degree	Certificate
		From	To			
.....	.....	.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Note:** *If yes, please attached with certificate which certified by relevant authority.*

### SHORT/TRAINING COURSE

Institution	Location (Province-City & Country)	Duration	Courses Title	Certificate
.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Note:** *If yes, please attached with one copy of each certificate.*

### OTHER SKILLS

..... ..... .....
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### FOREIGN LANGUAGES

Languages	Writing				Speaking				Reading				Listening			
	Poor	Fair	Good	Very Good	Poor	Fair	Good	Very Good	Poor	Fair	Good	Very Good	Poor	Fair	Good	Very Good

### INTERNSHIP

Company Name	Topic	Duration	Certificate
.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
.....	.....	.....	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Note:** *If yes, please attached with one copy of each certificate.*

**EMPLOYMENT EXPERIENCE**

Start with present to previous job, if you do not have any experience, please tick none

<b>Company Name:</b> .....	<b>Starting Work</b>	<b>Employer Name:</b> .....
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<b>Company Address:</b> .....	<b>From</b> .....	<b>To</b> .....	<b>Type of Organization:</b> <b>Government/NGO/Private Company/Other:</b> .....
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<b>Company or Employer Phone Number:</b> ..... ..... ..... ..... .....	<b>Your Salary</b>		<b>Your Job Responsibilities:</b> .....
	<b>Starting</b> ..... ..... ..... ..... .....	<b>Final</b> ..... ..... ..... ..... .....	

<b>Your position:</b> .....	\$..... .....	\$..... .....	
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<b>Have you resigned from this company?</b> .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Please give the reasons of leaving:</b> .....	
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**REFERENCES**

(Can be parents, guardians or other relatives, but not fraud with thumbprint)

❶ I am Mr./Ms.....,the ..... of the person concerned, Occupation:  
....., Phone Number☎: .....

❷ I am Mr./Ms.....,the .....of the person concerned, Occupation:  
....., Phone Number☎: .....

I/We certify and guarantee that candidate named:.....is really a person who has good behavior and he/she has never been charged with crimes or other violations.

**To prove this true statement, we could make right thumbprint on it as the evidence.**

**Reference Phone Number or Address:**

.....  
.....  
.....

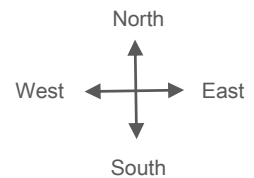
**Name:**.....

**Name:**.....

**Date:**.....

**Date:**.....

*Permanent Residence Map Drawing (followed by address in family or residence book)*



**APPLICANT'S CERTIFICATION**

I would like to declare that information and documents that attached with application form are true, sufficient and legal, even though I am selected and employed, I would agree to terminate the employment contract with G B Microfinance Institution Plc. without any resistance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Thumbprint of Applicant

\_\_\_\_\_  
Date

**Note: This application and attached documents are not returned.**

**FOR OFFICE USE ONLY:**

Received by Mr./Ms.: .....Branch.....Signature.....Date.....

Short-listed by Mr./Ms.: .....Signature.....Date.....