



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. 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

.....

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

Company Name:	Starting Work	Employer Name:
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Company Address:	From	To	Type of Organization: Government/NGO/Private Company/Other:
	

Company or Employer Phone Number:	Your Salary		Your Job Responsibilities:
	Starting	Final	

Your position:	\$.....	\$.....	
.....	
.....	
.....	
.....	

Have you resigned from this company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please give the reasons of leaving:	
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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.....,theof 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:

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

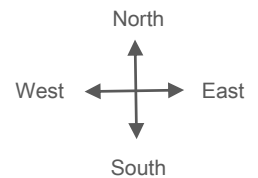
Name:.....

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.....



បញ្ជីរាយនាមឯកសារដែលប្រគល់ជូន

ល.រ	ឈ្មោះឯកសារ (សូមគូសសញ្ញា <input type="checkbox"/> បានប្រគល់ <input type="checkbox"/> មិនបានប្រគល់)
០១	<input type="checkbox"/> ពាក្យសុំបម្រើការងារ
០២	<input type="checkbox"/> សេចក្តីប្រកាសសាច់ញាតិផ្ទាល់ (បើមាន) <input type="checkbox"/> ID សាច់ញាតិ
០៣	<input type="checkbox"/> Cover Letter
០៤	<input type="checkbox"/> ប្រវត្តិរូបសង្ខេប (CV) ជាភាសាអង់គ្លេស
០៥	<input type="checkbox"/> សៀវភៅគ្រួសារ <input type="checkbox"/> សៀវភៅស្នាក់នៅ <input type="checkbox"/> លិខិតបញ្ជាក់ទីលំនៅ
០៦	<input type="checkbox"/> អត្តសញ្ញាណប័ណ្ណសញ្ជាតិខ្មែរ <input type="checkbox"/> សេចក្តីបង្គាប់សម្រេចរដ្ឋបាល
០៧	<input type="checkbox"/> សេចក្តីបង្គាប់សម្រេចពាណិជ្ជកម្ម <input type="checkbox"/> សេចក្តីបង្គាប់សម្រេចរដ្ឋបាល
០៨	<input type="checkbox"/> លិខិតបញ្ជាក់ពីទេស្ឋាន (ករណីមានការកែតម្រូវ)
០៩	សញ្ញាបត្រ វិញ្ញាបនបត្រ ឬ លិខិតបញ្ជាក់ ៖
	<input type="checkbox"/> អនុបណ្ឌិត (.....)
	<input type="checkbox"/> បរិញ្ញាបត្រ (.....)
	<input type="checkbox"/> បរិញ្ញាបត្រទី១ (.....)
	<input type="checkbox"/> លិខិតបញ្ជាក់ការសិក្សា (.....)
	<input type="checkbox"/> ទុតិយភូមិ (.....)
	<input type="checkbox"/> បញ្ជាក់ការសិក្សាថ្នាក់ទី១២ (.....)
១០	<input type="checkbox"/> បឋមភូមិ (.....)
	<input type="checkbox"/> ផ្សេងៗ (.....)
	<input type="checkbox"/> វិញ្ញាបនបត្របញ្ជាក់ការសិក្សាវគ្គខ្លីៗ
១១	<input type="checkbox"/> ឯកសារផ្សេងៗ ៖