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**Application Form for Non-Teaching Positions at Chittagong Independent University**

**(Please download this form, fill in and send it to the address mentioned in the Website/ advertisement)**

**SECTION: 1**

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| **I. Position applied for:** |  | ***IX.A recent Photograph*** |
| **II. Candidate’s Name**  **(Block Letters)** |  |
| **III. Father’s Name** |  |
| **IV. Mother’s Name** |  |
| **V. Date of Birth** |  |
| **VI. National ID No.** |  |
| **VII. Address**  **(Present)** |  |
| **VIII. Address**  **(Permanent)** |  | **X. Telephone Number & E-mail Address:** |

**SECTION: 2**

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| **Education**  **(Please write the Subject of your Honor’s and Master’s)** | | | |
| **Examination** | **School /College/University &**  **their locations** | **Division/Class**  **/CGPA** | **Year of Graduation** |
| **SSC/O-Level/ Equivalent** |  |  |  |
| **HSC/A-Level/ Equivalent** |  |  |  |
| **Bachelor’s**  **Degree in** |  |  |  |
| **Master’s**  **Degree in** |  |  |  |
| **Others, if any** |  |  |  |

**SECTION: 3**

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| --- | --- |
| **Computer Literacy** |  |

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| --- | --- |
| **Language Skills** |  |

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| --- | --- |
| **Professional Affiliations** |  |

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| --- | --- |
| **Details of Trainings/Seminars/Conferences attended (if any)** |  |

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| --- | --- |
| **Involvement in Extra-curricular Activities (if any)** |  |

**SECTION: 4**

|  |  |
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| **Referees (Please give names and contact details of 2 referees who shall be able to write about your skills, one of whom may be your relative and another one may be your colleague or supervisor):** | |
| **Reference-1:** | **Reference-2:** |
| **Telephone no. & e-mail ID:** | **Telephone no. & e-mail ID:** |

|  |  |  |
| --- | --- | --- |
| **Work Experience, if any (Most recent 3 jobs)** | | |
| **Institution & Address** | **Designation** | **Duration** |
|  |  |  |
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|  |  |  |
| **Signature of Candidate:** | | **Date:** |

**SECTION: 5**

**Note: Copies of the following items must be submitted along with this form otherwise the application will not be considered:**

1. **Copy of NID**
2. **Copies of all academic certificates / diploma and transcripts**
3. **NOC/Release Letter/Clearance Certificate from immediate past employer, if applicable**