**Curriculum Vitae of**

Recent photograph

**(Please insert your name)**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Position applying for** | **:** |  |
| **2** | **Source of circular applying for (daily news paper/bdjobs/YPSA web site):** | **:** |  |
| **3** | **Name of the project applying for** | **:** |  |
| **4** | **Name of applicants** | **:** |  |
| **5** | **Gender (Male/Female/ Third gender (Please write)** | **:** |  |
| **6** | **Mobile no.** | **:** |  |
| **7** | **Email address** | **:** |  |
| **8** | **Facebook ID** | **:** |  |
| **9** | **Total year of Job experience at NGO/INGO/Others** | **:** |  |
| A | Year of Job experience at NGO/INGO | **:** |  |
| B | Relevant job experience | **:** |  |
| **10** | Summary of Skills and key responsibility | **:** |  |
| **11** | Language & degree of proficiency | **:** |  |
| **12** | **Educational qualification** | **:** | a) |
|  | b) |
|  | c) |
|  | d) |
| **13** | **Major Training received** | **:** |  |
| **14** | **ICT Knowledge** (MS Word, MS Excel, MS Power point, MS Access, SPSS, Hardware knowledge) | **:** |  |
| **15** | **Experience details (if need insert more)** |  |  |
| **A.** | Name of organization | **:** |  |
|  | Nature of organization | **:** |  |
|  | Position | **:** |  |
|  | Duration | **:** |  |
|  | Name of project/program | **:** |  |
|  | Name of Donor | **:** |  |
|  | Job location | **:** |  |
|  | Reason of leaving the organization | **:** |  |
|  | Major responsibilities | **:** |  |
| **B.** | Name of organization | **:** |  |
|  | Nature of organization | **:** |  |
|  | Position | **:** |  |
|  | Duration | **:** |  |
|  | Name of project/program | **:** |  |
|  | Name of Donor | **:** |  |
|  | Job location | **:** |  |
|  | Reason of leaving the organization | **:** |  |
|  | Major responsibilities | **:** |  |
| **C.** | Name of organization | **:** |  |
|  | Nature of organization | **:** |  |
|  | Position | **:** |  |
|  | Duration | **:** |  |
|  | Name of project/program | **:** |  |
|  | Name of Donor | **:** |  |
|  | Job location | **:** |  |
|  | Reason of leaving the organization | **:** |  |
|  | Major responsibilities | **:** |  |
| **16** | **Extracurricular activities** (such as academic team and cultural clubs, debate team, the arts, volunteer work and community services etc.) | **:** |  |
| **17** | **Personal details** |  |  |
| A | Permanent address | **:** |  |
| B | Present address | **:** |  |
| C | Date of birth (d/m/y): | **:** |  |
| D | Nationality | **:** |  |
| E | Passport No. (If any) with validity | **:** |  |
| F | NID No. | **:** |  |
| G | Smart Card no. | **:** |  |
| H | Father’s Name, profession & nationality | **:** |  |
| I | Mother’s Name, profession& nationality | **:** |  |
| J | Spouse name, profession& nationality (if applicable) | **:** |  |
| K | Marital status (Married/Unmarried | **:** |  |
| L | Religion | **:** |  |
| M | Driving License number with validity (If any) | **:** |  |
| **18** | **Details of senior official references (name, designation, name of organization, email, mobile no.)** | **:** |  |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |

I do hereby declare that the above information provided here are true and no misinformation is given.

Sincerely Yours,

(Insert the Name and digital signature with date)