

# BHUTAN TRUST FUND FOR ENVIRONMENTAL CONSERVATION

## JOB APPLICATION FORM

Position applying for: \_\_\_\_\_

a) Name: \_\_\_\_\_

b) Gender: \_\_\_\_\_

c) Date of Birth: \_\_\_\_\_

d) Citizenship ID No: \_\_\_\_\_

e) Permanent Address:

Village: \_\_\_\_\_ Block/Gewog: \_\_\_\_\_

Dzongkhag: \_\_\_\_\_ Thram No: \_\_\_\_\_

House No: \_\_\_\_\_

f) Contact Telephone No: \_\_\_\_\_ email: \_\_\_\_\_

g) Qualification:

Name of School/ College	Place	Degree obtained/Class	Year attended	
			From	To

h) Work Experience:

Name of Company/Office	Place	Designation	Period (dd/mm/yyyy)	
			From	To

I hereby confirm that the information provided above in this application form are true to my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of any offer of appointment or dismissal, even if an appointment has already been made and accepted. I also declare that I am mentally sound and physically fit.

Signature:  
(Affix Legal Stamp) – *mandatory please*

Date:

Please attach the following documents:

- i. Job Application Form with cover letter (*Can be downloaded from BTF website*);
- ii. Curriculum Vitae with details of work experience and position held over different time periods;
- iii. Authenticated copy of degree certificates;
- iv. Copy of valid Citizenship ID Card;
- v. Valid Security Clearance Certificate (approved online);
- vi. Valid Audit Clearance Certificate for interview (for public servants & Government linked companies);
- vii. Letter of appointment/promotion to senior level (where applicable), and
- viii. Names and contact details of two professional (non-family related) referees including one from the current/latest employer (as reflected in respective TOR)