

## APPLICATION FORM

**Applied position:**

Applying date (dd/mm/yyyy):

### PERSONAL DETAILS

Full name:

Address:

Phone number:

Email:

Year of birth

Nationality:

Gender:  Woman  Man  Other  Prefer not to answer

### EDUCATION AND QUALIFICATIONS

*Please state all of your professional education, qualifications and training course related to the required position*

Qualification	Level/Degree	Issuing Body/Institute	Date of award
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### CAREER HISTORY

I. **Current employment**

Employer's name

Position/Title

Employed period                      From                      To

Duties and achievements

Reason for leaving

Reference (if any)

II. **Previous employment 1**

Employer's name

Position/Title

Employed period                      From                      To  
Duties and achievements  
Reason for leaving  
Reference (if any)

**III. Previous employment 2**

Employer's name  
Position/Title  
Employed period                      From                      To  
Duties and achievements  
Reason for leaving  
Reference (if any)

**Language proficiency**

*Please list out all foreign languages you can use and rate how good you are at each language?  
(5: excellent – 4: very good – 3: good – 2: normal – 1: basic knowledge)*

- Reading:
- Listening:
- Writing:
- Speaking:

*Please kindly provide the formal certificate (if any) for each language.*

**Computer proficiency**

*Please list out computer software you can use and rate how good you are at each software?  
(5: excellent – 4: very good – 3: good – 2: normal – 1: basic knowledge)*

**Your motivation**

*Please shortly describe why you are interested in this position and how your skills, ability, knowledge and experience demonstrate your suitability*

Please kindly provide the following information:

**Monthly current gross basic salary\* in VND:**

**Expectation of monthly gross basic salary in VND:**

**Available date (dd/mm/yyyy):**

*\*Definition of the monthly gross basic salary: The amount includes the personal income tax and the employee's contribution for all obligatory insurances.*

**Notice:**

- Please complete all the information in the next 2 pages.
- Please send this application form in English, including copies of relevant certificates and references, either by email (to [hr-giz@giz.de](mailto:hr-giz@giz.de)) or by post (to GIZ Office Hanoi, 6th Floor Hanoi Towers, 49 Hai Ba Trung Street, Hanoi, Vietnam).
- Please state 'Application for the <position> – <project name>' in the subject line or on the envelope. The short-listed candidates will be contacted within 4 weeks after the deadline.
- To process your application, we collect and process data from you. You may read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application.

## **COVER LETTER**

*(Please insert your cover letter in this page)*

# **CURRICULUM VITAE<sup>1</sup>**

*(Please insert your full CV in this page)*

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<sup>1</sup> It is not compulsory to include the personal information such as date of birth, marital status, disability, ethnicity, race, religion or social origin, gender or attach your photograph in the CV if you don't want.