

EMPLOYMENT APPLICATION

Recent Photo
4 x 6 cm

THIS APPLICATION IS GIVEN FREE OF CHARGE at ACLEDA Institute of Business, OR CAN BE DOWNLOADED FROM WEBSITE: www.acledabank.com.kh or www.acleda-aib.edu.kh THE ACCEPTANCE OF APPLICATION FORM DOES NOT IMPLY THAT THE APPLICANT WILL BE SHORT-LISTED OR EMPLOYED. ONLY QUALIFICATION OF JOB-RELATED KNOWLEDGE AND SKILLS MAY BE PRIORITIZED.
Note: This application is used for Full Time Lecturer.

Position Applied for **Location**..... **Salary Desired \$**...../M
 Could you go anywhere beside the above location? No Choice Everywhere Somewhere,

BASIC INFORMATION

Have you ever applied to ACLEDA INSTITUTE OF BUSINESS? Yes No. If yes, please specify the position and date that applied for

Have you ever worked for ACLEDA INSTITUTE OF BUSINESS? Yes No. If yes, please specify the position, Location and date of resignation

Have you got any relatives (son, daughter, adoptee, sibling, father, mother) working for ACLEDA INSTITUTE OF BUSINESS or ACLEDA Bank? Yes No.
 If yes, please list name below :

Name	Position	ID	Location	Relationship
.....
.....

Have you got any relatives (son, daughter, adoptee, sibling, father, mother) applying for ACLEDA INSTITUTE OF BUSINESS or ACLEDA Bank? Yes No
 if Yes, please list name below :

Name	Position Applied for	Location	Relationship
.....
.....

PERSONAL INFORMATION

Full Name **Full Name (IN KHMER)** **Nickname**.....
 Date of Birth:, Place of Birth:, Race, Nationality
 Height cm, Weight kg, Personal Phone Number ☎ :

Education **Major**..... **Institution Name**.....
Marital Status: Single Married Divorce 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.....
 Parents' Phone Number ☎ : (Father) ☎ : (Mother)

Permanent Address (base on Family or Resident Book): N^o..... Street..... Group Village.....
 Commune..... District-City..... Province/Capital.....
The above address is my : Own House, Parents' House, Parents-in-Law's House, Guardian's House, Rental House,

EDUCATIONAL BACKGROUND

Start with the higher to lower education (from the most current university to secondary school)

Institution Name	Location <small>(Province-City & Country)</small>	Year Attended		Field of Study	Degree/ Diploma	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

If yes, please attached with certificate which certified by relevant competent authority.

TRAINING / SHORT COURSES

Institution Name	Location <small>(Province-City & Country)</small>	Duration	Course 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

If yes, please attached with one copy of each certificate.

OTHER SKILLS

FOREIGN LANGUAGES

Languages	Reading				Writing				Speaking				Listening			
	Poor	Fair	Good	Very Good	Poor	Fair	Good	Very Good	Poor	Fair	Good	Very Good	Poor	Fair	Good	Very Good

INTERNSHIPS

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

If yes, please attached with one copy of certificate.

EMPLOYMENT EXPERIENCE

Please give an accurate **Full-time, Part-time** employment related to teaching. Start with your Current or Last Job (①) to previous job (②) (③). If you do not have any experiences, please tick in this box: **None**

① Institution Name: Type of Business:

Address: Job Title:

Rector/Dean Name: Phone (☎):

Date of Employment: From..... To Wage/ Salary:

Subject:

.....

May We contact your Rector/Dean for a reference? Yes No

② Institution Name: Type of Business:

Address: Job Title:

Rector/Dean Name: Phone (☎):

Date of Employment: From..... To Wage/ Salary:

Subject:

.....

May We contact your Rector/Dean for a reference? Yes No

③ Institution Name: Type of Business:

Address: Job Title:

Rector/Dean Name: Phone (☎):

Date of Employment: From..... To Wage/ Salary:

Subject:

.....

May We contact your Rector/Dean for a reference? Yes No

REFERENCES

List **two personal references** who are **parents, guardians or other relatives** that know you well.

1- Name: Mr/Ms..... Relationship: Occupation

Address: Phone (☎):

2- Name: Mr/Ms..... Relationship: Occupation

Address: Phone (☎):

PERMANENT ADDRESS/RESIDENCE MAP

Please draw a road map to reach to your permanent residence (*base on address in your **Family or Residence book***).



APPLICANT'S CERTIFICATION

I hereby certify that all the information provided in this application and attached documents is true, complete and correct to the best of my knowledge. I understand that any false information and misrepresentations are discovered, my application may be rejected and, if I am employed, my employment contract may be terminated with no conditions.

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.....