



EMPLOYMENT APPLICATION

Recent Photo
4 X 6 cm

THIS APPLICATION IS GIVEN FREE OF CHARGE AT HEADQUARTERS, BRANCHES OF ACLEDA Bank Plc., OR CAN BE DOWNLOADED FROM WEBSITE: www.acledabank.com.kh. THE ACCEPTANCE OF APPLICATION FORM DOES NOT IMPLY THAT THE APPLICANT WILL BE SHORT-LISTED OR EMPLOYED. ONLY QUALIFICATION AND TESTING OF JOB-RELATED KNOWLEDGE AND SKILLS MAY BE PRIORITIZED.

Note: This application is used for Clerk and Professional staff.

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 Bank before? Yes No. If yes, please specify the position and date that applied for

Have you ever worked for ACLEDA Bank? 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 Bank or Subsidiaries of 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** to 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 Divorced 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 Residence 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 (Province-City & Country)	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
						<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 (Province-City & Country)	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

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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 record and include any **Volunteer** activities.

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** and give all periods of unemployed:.....

① **Company Name:**..... **Type of Business:** **Phone (☎):**.....
Address:..... **E-mail:**.....
Current or Last Job Title:..... **Supervisor Name:**..... **Phone (☎):**.....
Date of Employment: From..... **To**..... **Wage/Salary: Starting**..... **Ending**.....
Description of Job Responsibilities :
.....
Reason for Leaving:.....
May We contact your supervisor for a reference? Yes No

② **Company Name:**..... **Type of Business:** **Phone (☎):**.....
Address:..... **E-mail:**.....
Current or Last Job Title:..... **Supervisor Name:**..... **Phone (☎):**.....
Date of Employment: From..... **To**..... **Wage/Salary: Starting**..... **Ending**.....
Description of Job Responsibilities :
.....
Reason for Leaving:.....
May We contact your supervisor for a reference? Yes No

③ **Company Name:**..... **Type of Business:** **Phone (☎):**.....
Address:..... **E-mail:**.....
Current or Last Job Title:..... **Supervisor Name:**..... **Phone (☎):**.....
Date of Employment: From..... **To**..... **Wage/Salary: Starting**..... **Ending**.....
Description of Job Responsibilities :
.....
Reason for Leaving:.....
May We contact your supervisor for a reference? Yes No

REFERENCES

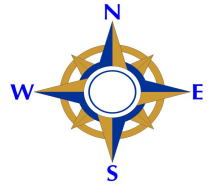
List **two personal references** who are **parents, guardians or other relatives** that know you well.

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.
- Sample application is available at www.acledabank.com.kh.

FOR OFFICE USE ONLY

Received by Mr. / Ms.BranchSignature.....Date.....

Short-listed by Mr. / Ms.Signature.....Date.....



**បញ្ជីរាយនាមឯកសារដែលប្រគល់ជូន
ធនាគារ អេស៊ីប៊ីដា ភីអិលស៊ី**



ល.រ	ឈ្មោះឯកសារ (សូមគូសបញ្ជាក់ <input checked="" type="checkbox"/> បានប្រគល់ <input checked="" type="checkbox"/> មិនបានប្រគល់)
០១	<input type="checkbox"/> លក្ខន្តិកសម្រេចការងារ
០២	<input type="checkbox"/> សេចក្តីប្រកាសសាច់ញាតិផ្ទាល់ <input type="checkbox"/> ID សាច់ញាតិ
០៣	<input type="checkbox"/> Cover Letter
០៤	<input type="checkbox"/> ប្រវត្តិរូបសង្ខេប (CV) ជាភាសាអង់គ្លេស
០៥	<input type="checkbox"/> សេចក្តីណែនាំឯកសារ <input type="checkbox"/> សេចក្តីណែនាំស្នាក់នៅ <input type="checkbox"/> លិខិតបញ្ជាក់ទីលំនៅ <input type="checkbox"/>
០៦	<input type="checkbox"/> អត្តសញ្ញាណប័ណ្ណសញ្ជាតិខ្មែរ <input type="checkbox"/> សេចក្តីបញ្ជាក់សំបុត្រអំណើត
០៧	<input type="checkbox"/> សេចក្តីបញ្ជាក់សំបុត្រអំណើត <input type="checkbox"/> សេចក្តីបញ្ជាក់សំបុត្រអំណើតក្នុង
០៨	<input type="checkbox"/> លិខិតបញ្ជាក់ពីអាជ្ញាធរ (ករណីមានការកែតម្រូវ)
០៩	សញ្ញាបត្រ វិញ្ញាបនបត្រ ឬលិខិតបញ្ជាក់ ៖
	ក- អនុបណ្ឌិត: <input type="checkbox"/> ពិតប្រាកដ <input type="checkbox"/> បណ្តោះអាសន្ន <input type="checkbox"/> លិខិតបញ្ជាក់ <input type="checkbox"/> ព្រឹត្តិបត្រពិន្ទុ
	ខ- បរិញ្ញាបត្រ: <input type="checkbox"/> ពិតប្រាកដ <input type="checkbox"/> បណ្តោះអាសន្ន <input type="checkbox"/> លិខិតបញ្ជាក់ <input type="checkbox"/> ព្រឹត្តិបត្រពិន្ទុ
	គ- បរិញ្ញាបត្រខេ: <input type="checkbox"/> ពិតប្រាកដ <input type="checkbox"/> បណ្តោះអាសន្ន <input type="checkbox"/> លិខិតបញ្ជាក់ <input type="checkbox"/> ព្រឹត្តិបត្រពិន្ទុ
	ឃ- លិខិតបញ្ជាក់ការសិក្សា: <input type="checkbox"/> ឆ្នាំមូលដ្ឋាន <input type="checkbox"/>
	ង- ទុតិយភូមិ: <input type="checkbox"/> ពិតប្រាកដ <input type="checkbox"/> បណ្តោះអាសន្ន <input type="checkbox"/> ព្រឹត្តិបត្រពិន្ទុ
	ច- បញ្ជាក់ការសិក្សាឆ្នាក់ទី១២: <input type="checkbox"/> ពិតប្រាកដ <input type="checkbox"/> លិខិតបញ្ជាក់
	ឆ- បឋមភូមិ: <input type="checkbox"/> បណ្តោះអាសន្ន
	ជ- ផ្សេងៗ: <input type="checkbox"/>
១០	វិញ្ញាបនបត្របញ្ជាក់ការសិក្សាគ្រប់គ្នា
១១	ឯកសារផ្សេងៗ ៖

បញ្ជាក់ : - ពាក្យសុំបម្រើការងារ និងឯកសារផ្សេងៗ ដែលបានភ្ជាប់មកជាមួយ គឺមិនអាចសុំជកយកពីធនាគារវិញបានទេ ។

ធ្វើនៅ....., ថ្ងៃទី..... ខែ..... ឆ្នាំ.....

ហត្ថលេខារបេក្ខជន

ឈ្មោះ