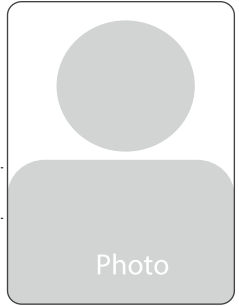


APPLICATION FOR EMPLOYMENT

(This application form must be hand written by the applicant & not returnable)



Branch apply for

Position apply for

Personal Particulars

Name Nickname Age

Date of birth Place of birth Nationality Occupation

Present address: Tel No Mobile

E-mail address Facebook

Gender Height (cm) Weight (kg) Blood Group Religion

Any relationship with INDOCHINA BANK's staff: if yes, name of staff

Personal Status

Marital status: Single Married Widowed Separated Divorced

If married, please complete the following:

Spouse's Name No. of Children Boy(s) Girl(s)

Spouse's Occupation Name of Employer

Name of Family members	Gender	Age	Occupation	Name of Employer/School
Father:	M			
Mother:	F			
Name of Brothers/Sisters				
Name of your children				

Educational/Professional Qualifications

Name of Institution (From Primary School Onwards)	Duration		Level/Degree	Faculty/Subject
	From	To		

Employment History

Name of Employer/Company	Last Position Held	Last drawn salary	Date		Reason for leaving
			From	To	

Communication Competency

Please specify (Poor / Average / Good / Excellent)

Languages	Listening	Speaking	Reading	Writing
Lao				
English				

Computer Skills

1.
2.
3.
4.
5.

Hobbies/ Sports

Hobby	Sport
1.	1.
2.	2.
3.	3.

Name of Referees (Must not be your relatives or staff of Indochina Bank)

Name of Referees	Occupation	Years Known	Address and telephone number
1.			
2.			

Should you be selected please indicate

- i) Expected salary
- ii) Period of notice required
- iii) Date able to commence duty

I hereby declare that the particulars and answers given in this application form are to the best of my knowledge and belief true and correct. I understand that the Bank reserves the right to terminate my service without notice or compensation at any time should the Bank discover that any of the said particulars and answers were false, untrue or incorrect at the time of completion of this form.

Attachment

- * 1. Cover Letter (Original)
- * 2. Curriculum Vitae (Original)
- * 3. Certificate (Copy)
- * 4. Transcript (Copy)
- * 5. Working Certificate (If available)
- 6. Guarantee Letter (Original)
- 7. Address Certification (Original, Validity of at least 3 months)
- 8. Criminal Record (Original, Validity of at least 3 months)
- 9. Medical Check-up (Original, Validity of at least 3 months)
- * 10. Family Household (Copy)
- * 11. Identity Card (Copy)
- 12. Driving License (Copy if available)

Signature of Applicant

Date