**ONLY CANDIDATES WHO PROVIDE FULL INFORMATION WILL BE CONSIDERED**

**Please attach recent passport-size photograph here**

**A. Professional information**

* **Position applying for:**
* **Name:**
* **Academic Record (start with highest degree):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Name of the Institution** | **Degree/ Level**  **(Please mention subject in Honors & Masters level)** | **Passing Year** | **Class/Division/**  **Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

[Add additional row(s), if necessary]

* **Employment Record (start with current job):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name of Organization** | **Duration** | | **Designation** | **Reason for leaving** | **Type of assignment** |
| **From** | **To** |
|  |  |  |  |  |  | Permanent/core staff / consultancy  *Please select* |
| **3-5 key responsibilities:** | | | | | | |
|  |  |  |  |  |  |  |
| **3-5 key responsibilities:** | | | | | | |
|  |  |  |  |  |  |  |
| **3-5 key responsibilities:** | | | | | | |

[Add additional row(s), if necessary]

* **Total length of relevant working experience:**
* **Your current/last drawn gross monthly salary (in CHF):**
* **Fringe benefits / allowances (transport) (equivalent in CHF):**
* **Please explain the reason(s) for any gap in your employment record (if more than three months):**
* **Training Record:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Title/Subject of Training** | **Duration** | **Provided by** | **Location** |
|  |  |  |  |  |
|  |  |  |  |  |

[Add additional row(s), if necessary]

* **Language skills:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Language** | **Writing** | | | | **Speaking** | | | |
|  |  | **Average** | **Good** | **Very**  **Good** | **Excellent** | **Average** | **Good** | **Very**  **Good** | **Excellent** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

[Add additional row(s), if necessary]

* **Computer skills: MS-Word  MS-Excel  MS-PowerPoint  MS-Access  Navision  Tally  SAP**

**Any others? please specify:**

* **Any other relevant special skills:**
* **Any special achievements/distinction:**
* **Notice period / start of employment possible by:**

**B. Personal information**

|  |  |
| --- | --- |
| **1. Full name:**  **4. Date of birth:**  **5. Place and Country of birth:**  **6. Sex:**  **7. Nationalities:** |  |

* **Strengths / Weaknesses (self assessment):**
* **Have you ever applied for a job within the FDFA? If yes, please give details:**
* **Do you have a family member or are you related to someone who is currently working with the Embassy of Switzerland? If yes, please specify:**
* **Do you know someone who is currently working with the Embassy of Switzerland? If yes, please specify:**
* **In your professional career were you ever dismissed due to disciplinary reason? If yes, please provide details:**
* **Address (including contact no. & email):**

|  |  |
| --- | --- |
| **Permanent Address** | **Mailing Address** |
|  |  |

* **Reference (with full contact details and email). Ideally that would be current and previous direct supervisor:**

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
|  |  |

* **Remarks:**
* **Authentication:**

**With my signature I certify with full confidence that the information provided is complete, authentic, accurate and that I have not concealed any information that would mislead the Embassy of Switzerland in its further decision?**

**Signature: ....................................................................... Place/Date: ...................................**