Application Form for Administrative Staff

|  |  |  |  |
| --- | --- | --- | --- |
| **P****E****R****S****O****N****A****L****D****E****T****A****I****L****S** | **Full Name** | (in Vietnamese) | (Photo) |
| (in English) Last First Middle |
|  |
| **Current Address** |  | **Home Phone** |  |
| **Email** |  | **Mobile Phone** |  |
| **Current Employer** |  | **Position**  |  |
| **Current Employer’s Address** |  | **Business Phone** |  |
| **Date of Birth** | . . . (MM.DD.YY) |
| **E****D****U****C****A****T****I****O****N****A****L****B****A****C****K****G****R****O****U****N****D** | **University (Degree)** | **Period of Attendance** | **Major** | **GPA/****Perfect Score** | **Date of Graduation****(MM.DD.YY)** |
|  |  |  | / | . . . |
|  |  |  | / | . . . |
|  |  |  | / | . . . |
|  |
| **License** | **Title** | **Date of Issue** | **Issued by** | **Scholarship** **&Award** | **Title** | **Details** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **W****O****R****K****E****X****P****E****R****I****E****N****C****E** | ※ Occupational Background: Please use your most recent job experience |
| **Name of** **Workplace** |  | **Job Category** |  |
| **Workplace Address** |  |
| **Period of Employment** | From To |
| **Experienced** |  |
|  |
|  |
| **Final** **Position** |  |
| **Reason for Leaving** |  |
|  |
| May VKIST contact your current employer? Yes ( ) No ( ) |
|  |
| **I hereby certify that all the above information is true and correct to the best of my knowledge.****I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date.**On the Date of . . 2018Applicant Name Signature |