**Aristo Corporation Limited**

**Job Application Form**

**(Please download this form, fill in and send it to the email address mentioned in the advertisement)**

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| --- |
| **Cover Letter** |
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| **Position applied for** |  | ***A recent Photograph*** |
| **Candidate’s Name** |  |
| **Address**  **(Present)** |  | **Telephone**    **E-mail** |
| **Address**  **(Permanent)** |  | **Date of Birth**  **Age** |

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| --- | --- | --- | --- | --- |
| **Education** | | | | |
| **Examination** | **School /College/University &**  **their locations** | **Division/Class/CGPA** | **Major** | **Year of Passing** |
| **SSC/O-Level /Equivalent** |  |  |  |  |
| **HSC/A-Level/ Equivalent** |  |  |  |  |
| **Bachelor’s Degree** |  |  |  |  |
| **Master’s Degree** |  |  |  |  |
| **Others, if any** |  |  |  |  |

|  |  |  |  |  |
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| **Working Experience** | | | | |
| **Organization** | **Designation** | **Duration** | **Phone & Email** | **Major Responsibilities** |
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| **Training (If any)** | | | |
| **Organization** | **Subject** | **Duration** | **Date** |
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| **Language Skills** | **Low** | **Medium** | **High** |
| **Bengali** |  |  |  |
| **English** |  |  |  |
|  |  |  |  |

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| --- | --- |
| **Computer / IT Literacy** |  |
| **Others Skills** |  |

|  |  |
| --- | --- |
| **Personal Information** | |
| **Applicant’s Father’s Name:**  **Occupation:** |  |
| **Applicant’s**  **Mother’s Name:**  **Occupation:** |  |
| **Applicant’s Blood Group** |  |
| **Applicant’s**  **Nationality** |  |
| **Applicant’s**  **Religion** |  |
| **Applicant’s**  **Hobbies** |  |
| **Extra Curricular Activities** |  |

|  |  |
| --- | --- |
| **References** | |
| **Reference 1** | **Reference 2** |
| **Name:**  **Organization:**  **Designation:**  **Address:**  **Phone (Off.):**  **Phone (Res.):**  **Mobile:**  **Email:**  **Relation:** | **Name:**  **Organization:**  **Designation:**  **Address:**  **Phone (Off.):**  **Phone (Res.):**  **Mobile:**  **Email:**  **Relation:** |

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| --- | --- |
| **Declaration** | |
| I do hereby declare that the above information is true and correct to the best of my knowledge. | |
| **Signature of Candidate (Scan Copy)**  **Candidate’s Name:** | **Date** |

**CV Summary for Positions of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please, fill in this form as per the Sample given in table below)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1) Name, Mobile & Email** | **2) Position and Area Applied For** | **3) Educational Qualifications** | **4) Work Experience** | **5) Achievements** |
| Saiful Khaled  **Sample**  01711111111  saiful.saiful@gmail.com | Senior Accountant | * MBA- Marketing, Dhaka University, 2006-2008, 2009, 3.79 * BBA-Marketing, Dhaka University, 2001-2004, 2005, 3.83 * HSC-Science, Dhaka College, 1997-1999, 2000, 1st Division * SSC-Science, Dhanmondi Boys School, 1994-1996, 1997, 1st Division | * Accountant, Colorplus Masterbatch Manufacturing Co. Ltd., 08/2010-02/2012, 1y 7m * Probationary Officer, Premier Bank, Bangladesh, 08/2009-07/2010, 1y | * Contribution in AIS(Accounting Information System) Process |
| **Actual** |  |  |  |  |

***In addition to the above Form of our*** ***CV Format, please upload separately your detailed Curriculum Vitae with your Photograph by emailing once.***