**APPLICATION FOR STAFF POSITION**

**Jigme Singye Wangchuck School of Law**

The **Jigme Singye Wangchuck School of Law** is an equal opportunity and diversity-committed institution. We are committed to a policy of non-discrimination on the basis of race, sex, gender identity, religion, region, and other status. It is the policy of the Law School to provide equal employment opportunity.

(This application must be submitted to the following address)

**Jigme Singye Wangchuck School of Law**

(Address and Location)

**Title of Position Applying For** **Position No.**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Middle Last

**Current Mailing Address:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number:** Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile No**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the best hours to contact you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **FOR OFFICE USE ONLY** |
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| Date of Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Documents: Copy:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Referee Reports Received:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   COMMENTS: |

1. **EDUCATION AND TRAINING**
2. **Academic:** Beginning with your present or most recent educational experience, list all institutions you attended beyond 12th Grade:

| **Name and Address of the Institution** | **Field of study** | **Type of degree/certificate** | **Date received** |
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1. **Training:** Beginning with your most recent training experience, list all training you have received.

| **Name and Address of the Institution** | **Field of training** | **Completed Program Yes/No** | **Date** |
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1. **OCCUPATIONAL EXPERIENCE**
2. **Professional Experience**

Beginning with your present or most recent job, list your work experience by providing the information below. Use additional sheet if required.

| **Name and Address of the Organization** | **Position Title** | **Supervisor** | **Date**  **(mm/yy to mm/yy)** | **Reason for leaving** | **Description of Duties and Responsibilities** |
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1. **PUBLICATIONS, RESEARCH AND OTHER CREATIVE ACTIVITIES**

| **Title** | **Co-author** | **Title of Journals and Date** | **Publisher and Date (Book)** |
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1. **OTHER SPECIAL QUALIFICATIONS**

List, as relevant, membership in professional societies or groups, community service, activities, honours, awards, fellowships, etc.

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1. **REFEREE REPORT**

List down the names and addresses of those who will send letter of reference and/or who may be contacted regarding your application:

| **Full Name** | **Position** | **Email or Mailing Address** | **Telephone Number** |
| --- | --- | --- | --- |
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*Applicant may submit other materials which may be of assisting in evaluating his/her qualifications.*

*Failure to submit all required documents shall deem an application incomplete and will not be considered.*

1. **DECLARATION (Please read carefully before signing)**
   1. I hereby certify that the information contained in this application is true, correct, and complete. I understand that any false or misleading statements or omissions made in this application are grounds for disqualification from further consideration or for dismissal from employment, regardless of when and how discovered.
   2. I agree and understand that failure to provide requested application information on a timely basis may regard my application to be incomplete.
   3. I agree that the Law School may make a full and complete investigation of my personal or employment history, and authorize any current or former employer, person, firm, school, government agency, or other entity to provide the Law School with any information they may have regarding me.
   4. I understand that the Law School as permitted by the laws of the Kingdom of Bhutan, may inquire into and consider any criminal conviction record that I may have.
   5. If hired, I agree not to disclose or use confidential information belonging to former employers and that I will inform the Law School of any agreements that would limit my ability to work for the Law School.

**SIGNATURE OF APPLICANT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_