

**MINISTRY OF FOREIGN AFFAIRS  
HUMAN RESOURCE SERVICES**

**IN-SERVICE APPLICATION FORM FOR OPEN SELECTION INTERVIEW  
(To be filled-up by the applicants)**

To,  
Sr. HR Officer  
Human Resource Services  
Ministry of Foreign Affairs  
Thimphu

Sir,  
As per the vacancies advertised in Kuensel/MFA website on ...../...../.....,  
I would like to apply for the post(s) of  
.....  
.....  
.....

The following are some of my details:

**PART A**

1. Name : \_\_\_\_\_
2. Employee ID# : \_\_\_\_\_
2. Gender : Male ☐ / Female ☐
4. Position Title : \_\_\_\_\_
5. Position Level & Sub Level : \_\_\_\_\_
6. Current Working Office : \_\_\_\_\_
7. Date of Appointment : Day\_\_\_\_\_ Month\_\_\_\_\_ Year\_\_\_\_\_
- Order No. : ( \_\_\_\_\_ )
8. Last Date of Promotion : Day\_\_\_\_\_ Month\_\_\_\_\_ Year\_\_\_\_\_
- Order No. : ( \_\_\_\_\_ )
9. Date/Year of Birth : Day\_\_\_\_\_ Month \_\_\_\_\_ Year\_\_\_\_\_
10. Citizenship ID Card No. : \_\_\_\_\_
- 12. Permanent Home Address**
  - a. Village : \_\_\_\_\_
  - b. Gewog : \_\_\_\_\_
  - c. Dzongkhag : \_\_\_\_\_

13. Contact Telephone # : \_\_\_\_\_

14. Mobile # : \_\_\_\_\_

15. Previous Working Address

S1	Agency	Geog	Dzongkhag/ Thromde	From dd/mm/yy	To Dd/mm/yy	No of Yrs/ Months Served
1						
2						
3						
4						
5						
6						
7						
<b>Total No. of Years/Months Served</b>						

(Use additional sheet if required)

## PART B

### QUALIFICATION DETAILS

S1	Qualification	From dd/mm/yy	To dd/mm/yy	Institute/ Country	Remarks
1					
2					
3					
4					

#### **Note:**

All the information provided above are true to the best of my knowledge. In the event of detection of any false information, HRS, MFA shall cancel my application with prior notice.

**(Applicant's Signature)**