

***Confidential***

Photo

### **MRC PERSONNEL HISTORY FORM**

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| **Application sources:**  MRCS website  Other sources: | | | | | | |
| **Family name:**  ------------------ | **First name:**  ------------------ | | **Title:** | | **Gender:** | |
|  |  |
| **Date of birth: (dd/mm/yy)** | **Place of birth:** | | **Current nationality(ies):** | | **Country of permanent residence:** | |
| **Permanent address**:  *(registered address)*  Telephone: | | | **Current address:**  *(usual address where family is regularly residing):*  Telephone: | | E-mail:  Mobile: | |
| **Marital status:**  Single  Married  Divorced  Widowed  N/A | | | | | | |
| **Family members**: *(Spouse and legal children)* | | | | | | |
| **Full name** | | **Date of birth** | **Nationality** | **Occupation/position and name of institution** | **Relationship** | |
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| **Name of person to be notified in case of emergency**. Please provide a complete contact address.  Full Name:  Relationship:  Mobile:  Address: | | | | | | |
| **Do you have any objection to our inquiries to your current or most recent employer**?  Yes  No  If no, please provide below information:  Name:  Position:  Contact number/email address: | | | | | | |

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| **MRC employment history**: Have you ever been an employee of the MRC Secretariat; or hired by the MRC Secretariat as a consultant or, temporary staff, or contracted to provide servicesto the Secretariat or National Mekong Committee Secretariat? If yes, please indicate position(s), type of employments, duration, and remuneration rates. | | | | |
| **Position** | **Employment type (fixed term/SC/SSA** | **Service duration** | | **Monthly/diary rate** |
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| **Referees**: Please give details of three people who are not relatives by who are familiar with your working performance and personality whom the MRC Secretariat may contact at any time. | | | | |
| **Full name/position/relationship** | **Address** | | **E-mail and mobile** | |
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| **Availability**: If you are offered the position, how soon will you be available to start working? | | | | |
| **Are you physically able and willing to travel?**  By Car: Yes  No  By Air: Yes  No  I certify that the statements that I have made in this application form are true, complete, and correct to the best of my knowledge and belief. By completing this form and in submitting it to the MRC, I also permit the MRC to make such investigations as necessary on the information provided. I understand that any misrepresentation or material omission made herein or in any other document requested by the MRC can render a staff member liable to termination of service or dismissal.     |  |  | | --- | --- | | Signature | Date |   **Remark:** should you be offered the position, you will be requested to supply documents and other material evidence that support your statements above. | | | | |