

***Confidential***

Photo

### **MRC PERSONNEL HISTORY FORM**

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| **Application sources:** [ ]  MRCS website [ ]  Other sources:  |
| **Family name:**------------------ | **First name:**------------------  | **Title:**  | **Gender:** |
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| **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.

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| 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. |