

*Annexure D: Application for Employment with CTC*

**Chip Training & Consulting (Pvt) Ltd  
Application for Employment**

**Instructions:**

Read the whole form carefully before starting to fill it in.  
This form should be completed in ink, in candidate's own handwriting.  
Attach copies (not originals) of all testimonials and certificates.  
If space provided in the form for any particular information is inadequate,  
Please attach additional sheets.  
If any information given in this form is subsequently found to be incorrect, it will be  
construed as a gross misconduct, liable to be punished by instant dismissal and other  
disciplinary action as may be appropriate to the nature of misstatement.

Position applied for: **Project officer**

**1. PERSONAL INFORMATION**

1.1	Full Name	Muhammed Usman Ichan
1.2	NIC No	4550408822687
1.3	Date of Birth	11-11-1990
1.4	Father's Name	M. Abdul Majeed
	Marital Status	Married
1.5	Spouse or next of Kin	Umer Ichan brother
	No. of Children	03
1.6	Permanent Address	Post office Abdul Rehmanzai Tehsil Guzistan district icilla Abdullah
1.7	Present Residential address	Same
1.8	Phone Numbers	0300-3151847
1.9	E-mail address	uklep89@gmail.com

**2. Bank Details**

Account Title (Name of Ac Holder)	Muhammad Usman Ichan
Account No.	0647130021000989
Bank Name & Branch	M C B

### 3. QUALIFICATIONS

List all your academic and technical qualifications, starting with the school certificate (Matriculation)

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2007	Public School Sukkur	Matric	Science	1st division
2009	Public School Sukkur	FSC	Computer	1st division
2013/14	Balochistan University	B.A	Political Science	2nd division
2017	National defence University	Masters	International Relation	1st division

### 4. PREVIOUS EMPLOYMENT

Give details of your present employment.

If you are currently unemployed, give these details in respect of the last employment held by you.

4.1	Name of the Employer	M. Usman Ichan
4.2	Employer's Address	
4.3	Date of Joining	11/Jan/21
4.4	Your Last Job Title	Project Officer
4.5	Main Duties	HR related responsibilities
4.6	Name & Title of your immediate boss	Madam Naila Nizam
4.7	Gross Monthly Pay	52500/- Rs.

### 5. PAST WORK EXPERIENCE

List all the previous jobs held by you, starting from the earliest.

From/ To	Employer's Name & Address		
2018/20	M. Usman Ichan	CTC office	Union council officer



**5. REFEREES**

Give details of three referees, not related to you by blood or marriage, who can vouch for your character and work experience

5.1	First Referee	Name	Nails Nizam
		Address	CTC Islamabad
		Contact Phone No.	0345-8566181
		Nature of association with you.	
5.2	Second Referee	Name	Masood Ahmed
		Address	Killi Kuly district Killabulka
		Contact Phone No.	0345-500 9361
		Nature of association with you.	
5.3	Third Referee	Name	
		Address	
		Contact Phone No.	
		Nature of association with you.	

**7. GENERAL INFORMATION**

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	No
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	No
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	
6.4	If an offer is made to you, how soon can you join us?	As soon as possible
6.5	What are your salary and benefits expectation?	90000/- Rs.

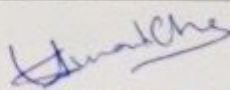
**6. SUITABILITY TO THE POSITION**

Briefly explain why you consider yourself suitable for the position you have applied for.

I am fit for the said position because I already worked on that position. I know every aspect of the said position. I already fulfill the responsibility when I was in that position. Further more my communication and coordination with office staff and donor/client was extraordinary, so that is why I am fit for the position of Project Officer.

**8. DECLARATION BY THE APPLICANT**

I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and belief. I accept responsibility for any misstatement that may be subsequently discovered.

Date 12/07/23	Candidate's Full Signature 
---------------	------------------------------------------------------------------------------------------------------------------