

# **MoPoTsyo-Patient Information Centre**

House nr 9E, Street 3C, Phum Trea 1, Sangkat Stung Meanchey 1, Khan Meanchey, Phnom Penh, Cambodia.

E-mail: maurits@mopotsyo.org mopotsyo@gmail.com Photo (front side) 4 x 6

EMPLOYMENT APPLICATION FORM		<b>4</b> D	ate submitted:
*Position applied for			
*Location	Phnom Penh		
PERSONAL DETAI	LS		
*Full Name		*Name in Khme	r
Nick Name		*Marital Statu	S
*Date of Birth		*Gende	r
		Villag	е
Permanent Address		Distric	rt
		Countr	у
		Villag	е
*Contact Address		Distric	t
		Countr	у
*Mobil Telephone		*Email Addres	s
*Father's Name		His Jo	Ь
*Mother's Name		Her Jo	Ь
Number of sibling		Family book II	
		Villag	е
*Permanent Address		Distric	et
		Countr	у
Spouse's Name		His/her Jo	b
His/her Telephone		lumber of Children	
*Do you l	ave any relatives working in MoPoTsyo?	□Yes ☑No If y	ves, What is their relationship?
His/her name		His/her Posit	ion
His/her name		His/her Posit	ion

Speaking

F

Ρ

Ex

G

### MoPoTsyo Employment Application Form (2024\_V1)

Languages

English

Khmer

List of your languages skill and tick ✓ (Ex: Excellent, G: Good, F: Fair, P: Poor)

G

Ex

Writing

F

Р

Ex

Listening

F

G

Р

Reading

F

Ρ

Ex

G

## 3. YOUR COMPUTER SKILLS

Please fill the column on the right with 0 or 1 according to your capacity. If invited to our office for interview, we may ask you to show us if you have the skills

Computers and software: 0=cannot 1=can  Word  1 Bullet List, numbered list 2 Make table of content 3 make columns and change columns in doc 4 insert pictures in text, use picture format 5 use header-footer, page numbers 6 Insert Caption for figures and tables 7 set up-use headings, remove headings, normal 8 change margins & page orientation 9 insert or remove page breaks 10 track changes, accept-not accept  Excel 11 use filter, sort, copy,paste special 12 use PIVOT table 13 use count(if), sum, average, median 14 move, copy, create, link worksheets, cells, 15 create / adapt drop down list 16 use VLookUP 17 insert, delete, hide unhide comments 18 use page view to fit for printing 19 make/change bar graphs, titles, legend 20 use header, footer page numbers  Powerpoint 21 select/change slide lay-outs, styles, 22 copy paste graph/figure into ppt 23 reduce Kb of pictures, prepare for printing hand-outs 24 use slide sorter 25 insert Text box, graphs, existing slides  Other 26 Can make a back up 27 Knows how to make a good password 28 Can recover documents 29 Can run virtual meeting (via Zoom or Google Meet) 30 Knows virus risks and how to keep computer virus free			
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		<u> </u>	
	31	Knows how to share files for cooperation with others	

# 4. ACADEMIC EDUCATION & PROFESSIONAL QUALIFICATIONS

School Name Legation (situ & country)	Attended		Degree Obtain	Major	Have you
School Name, Location (city & country)	From	То	Degree Obtain	Мајог	graduated?
					□ Y or □ N
					□ Y or □ N
					□ Y or □ N

## **5. TRAINING COURSES ATTENDED**

School Name, Location (city & country)	Course Title	Duration	Date Completed mm/yyyy

# **6. EMPLOYMENT HISTORY**. (Please record below the details of your **current or most recen**t employer).

Name of Company			Number of Staff
Address, Tel.			
Company's Main Activities			
Type of Organization	□- Government □ - NGO	□- Private Company	□-Other:
Your Position			□ - Full time, □- Part time, □- Volunteer
Start Date		End Date	
Starting Salary		Ending Salary	
Name of Supervisor		His/her Position & h/p	
Reason for leaving (	if applicable)		
Description of your	duties and responsibilities		

Address, Tele,  Company's Main Activities  Type of				Number of Staff
Company's Main Activities				Name of Stan
Type of				
Organization		□- NGO	☑- Private Compa	any □-Other:
Your Position				□- Full time, □- Part time, □- Volunteer
Start Date			End Da	ate
Starting Salary			Ending Sala	ary
Name of Supervisor			His/her Position	n & n/p
Reason for leaving	-			
	duties and responsit	January		
vious Employer			f your previous employr	nent beginning with the most recen
vious Employer			f your previous employr	nent beginning with the most recen
	<b>2</b> (Please record be		f your previous employr	
Name of Company	<b>2</b> (Please record be		f your previous employr	
Name of Company  Address, Tele,  Company's Main	<b>2</b> (Please record be		f your previous employr	Number of Staff
Name of Company  Address, Tele,  Company's Main Activities  Type of	<b>2</b> (Please record be	low the details of		Number of Staff
Name of Company  Address, Tele,  Company's Main Activities  Type of Organization	<b>2</b> (Please record be	low the details of		Number of Staff  any □-Other: □- Full time, □- Part time, □- Volunteer
Name of Company  Address, Tele,  Company's Main Activities  Type of Organization  Your Position	<b>2</b> (Please record be □- Government	low the details of	□- Private Compa	Number of Staff  any □-Other: □- Full time, □- Part time, □- Volunteer  ate
Name of Company  Address, Tele,  Company's Main Activities  Type of Organization  Your Position  Start Date	<b>2</b> (Please record be □- Government	low the details of	□- Private Compa End Da Ending Sala His/her Positior	Number of Staff  any □-Other: □- Full time, □- Part time, □- Volunteer  ate ary

# 7. SUPPORTING INFORMATION

In this section please give person specification for the	your reasons for applying for this pe job.	ost and additional inform	nation which shows how you match the
In this section please expl	ain briefly, why would you like to we	ork for MoPoTsyo?	
*Did you have a Diabetic of	or Hypertension? □ No □ Yes, (if ye	es, describe your status)	
*Have you ever been arrest If "yes", please give detail	sted, indicted, or convicted of a crin s of each case?	ne or the violation of any	law? □ Yes □ No
. APPLYING INFORM	MATTON		
. All Elling Int On			
How did you learn about the	ne job announcement?		
□- Newspaper, □-Universi	ity's board, □- Website, □- friend, [	□- other, specify	
When will you be available we notify you?)	e for work (how many days after		
The salary you expect if yo	ou are employed.		
		-	
. REFERENCES lease list two referees	s other than your relatives (	or previous supervis	sors mentioned above who are
amiliar with your capa		F. C 640 Super Vic	and mediate who die
eferee 1			
*Full Name		*Job Title	

\* Telephone

\*Company or NGO name

### Referee 2

*Full Name	*Job Title	
*Company or NGO name	* Telephone	

#### 10. DECLARATION

I certify that all information I have provided above is true, complete and correct to the best of my knowledge and belief. I understand that any false or withheld information on this application form leads to termination or dismissal.

Signature		
Name	Date	

#### 11. ATTACHMENTS

\*Attachments:

1. A copy of obtained certificate/Diploma with certified and academic record (if any).

2. A copy of national identification/family book/certificate of birth.

3. Other supporting documents if necessary.

(please send only copies. Do not send original documents as they will not be returned)

<sup>\*</sup> Please return this form by e-mail to <a href="mailto:maurits@mopotsyo.org">maurits@mopotsyo.org</a> with copy email to <a href="mailto:kimsin.chann@mopotsyo.org">kimsin.chann@mopotsyo.org</a> You will be asked to sign the form when you attend for a writing test or an interview.