

Photo

APPLICATION FORM FOR SELECTION OF NATIONAL PROCUREMENT TRAINER

Please fill this form as objectively as you can providing, where possible, supporting evidence. The information will be considered in confidence and will not be disclosed outside of the selection committee.

A. PERSONAL DATA

1. Full Name:				
2. Date of Birth:		Age: (As on 20/05/2021)	Place of Birth:	
3. Mailing address:				
Contact details:				
		Tel Work:	Tel Home:	
Fax:		e-Mail:	Cell:	
4. Educational Qualification:				
Sl No.	Names of institutions	Degrees obtained	Dates of obtainment	Result
5. Membership in Professional Associations:				
6. Countries of Work Experience:				
7. Language Proficiency:				
Languages	Reading	Writing	Speaking	
8. Employment Record:				
I.	<i>From:</i>	<i>To: Till to date</i>		
	Employer:			
	Position held:			
	Working Place			
II.				
B. Experience as a procurement practitioner				
9. Years of experience as a procurement practitioner:		In Government Service		
		In the Private Sector		
		Others (NGO, UN, etc)		

10. Professional Knowledge and Skills	Natioanl legislaton		
	International best paratices		
11. Brief description of procurement functions undertaken (details may be annexed):			
Fromto....	Engaged by: Position held: Main task accomplished:		
Fromto....	Engaged by: Position held: Main task accomplished:		
12. Tick type of procurement in which you consider yourself (good, better, best)	Goods	Works	Services
13. What in your view are the three most serious constraints facing a procurment practitioner in Bangladesh			

C. TRAINING EXPERIENCE:

14. 13. Number of years as a trainer and/or training related job?				
15. Duration of procurement & project management training		Total		
Sl. No.	Description of Training	From ...to	Duration	Name of Institution
16. Do you provide/manage/ organize trainign on procurement related topics?		Regularly to whom? For how long?		

	Occasionally, to whom? For how long?	
17. How many training activities did you deliver to date?		
18. Did you carry out any training needs assessment? If yes:	For which institution?	
	Which topic?	
	For how many people?	
	When?	
19. Did you ever design/develop training materials? If yes:	Which Type?	
	Which topic?	
20. Are you familiar with the use of audio/visual aids?	Which one?	

D. PERSONAL CHARACTERISTICS:

21. What is your main motivation to apply for procurement trainer?	
22. Do you usually work in a team or on your own?	
23. In your view what are the advantages and disadvantages of working in a team	
24. After training has been completed, being given the	

<p>choice, would you prefer to continue in administrative or in training and /or advisory responsibilities?</p>	
<p>25. Which ever you choice, Why?</p>	

Note:

1. Applicants should provide comments in brief;
2. Applicants are not required to submit copies of relevant certificates/documentation in support of the information provided with the application. Only shortlisted candidates will be required to produce the certificates/documentation to the authorities;
3. Courses/assignments/diplomas/dissertations, etc which were required for fulfillment of a degree, should not be mentioned separately;
4. If the applicant is pursuing any degree/any course, etc should not make a reference in the application.
5. Applicant providing misrepresentation/ false statement in the application will be disqualified;
6. Any kind of persuasion in the selection process will be treated as disqualification;

I read the application form and provided correct information in the form. Any willful misstatement described herein may lead to my disqualification or dismissal in the selection process.

_____ Date:

Signature of Applicant

