### Bio Data Format for Job

**Applicant Details**

* **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Contact Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Photo: [Please attach a recent photograph here]**

**Educational Background**

| **Degree** | **University/College** | **Graduation Year** | **CGPA/Percentage** |
| --- | --- | --- | --- |
| ☐ \_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ \_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Professional Experience**

| **Employer** | **Position** | **Employment Period** | **Key Responsibilities** |
| --- | --- | --- | --- |
| ☐ \_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ☐ \_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Skills**

* ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certifications**

* ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_
* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I declare that all the information provided here is true and correct to the best of my knowledge.

* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_