



# MoPoTsyo-Patient Information Centre

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Photo (front side)  
4 x 6

<b>EMPLOYMENT APPLICATION FORM</b>	Date submitted: _____
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<b>*Position applied for:</b>	
<b>*Location:</b>	Phnom Penh

## 1. PERSONAL DETAILS

*Full Name		*Name in Khmer	
Nick Name		*Marital Status	
*Date of Birth		*Gender	
*Permanent Address		Village	
		District	
		Country	
*Contact Address		Village	
		District	
		Country	
*Mobil Telephone		*Email Address	
*Father's Name		His Job	
*Mother's Name		Her Job	
Number of sibling		Family book ID	
*Permanent Address		Village	
		District	
		Country	
Spouse's Name		His/her Job	
His/her Telephone		Number of Children	
*Do you have any relatives working in MoPoTsyo? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, What is their relationship?			
His/her name..... His/her Position.....			
His/her name..... His/her Position.....			

## 2. LANGUAGE SKILLS

List of your languages skill and tick ✓ (Ex: Excellent, G: Good, F: Fair, P: Poor)																
Languages	Writing				Speaking				Reading				Listening			
	Ex	G	F	P	Ex	G	F	P	Ex	G	F	P	Ex	G	F	P
English																
Khmer																

### 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

Please indicate your skills to work with our computers and software: <b>0=cannot</b> <b>1=can</b>		
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<b>Word</b>		
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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	

<b>Excel</b>		
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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	

<b>Powerpoint</b>		
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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	

<b>Other</b>		
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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	
31	Knows how to share files for cooperation with others	

#### 4. ACADEMIC EDUCATION & PROFESSIONAL QUALIFICATIONS

School Name, Location (city & country)	Attended		Degree Obtain	Major	Have you graduated?
	From	To			
					<input type="checkbox"/> Y or <input type="checkbox"/> N
					<input type="checkbox"/> Y or <input type="checkbox"/> N
					<input type="checkbox"/> Y or <input type="checkbox"/> 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 recent** employer).

Name of Company			Number of Staff	
Address, Tel.				
Company's Main Activities				
Type of Organization	<input type="checkbox"/> - Government <input type="checkbox"/> - NGO <input type="checkbox"/> - Private Company <input type="checkbox"/> -Other: _____			
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> - 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				

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**Previous Employer 1** (Please record below the details of your previous employment beginning with the most recent first).

Name of Company		Number of Staff	
Address, Tele,			
Company's Main Activities			
Type of Organization	<input type="checkbox"/> - Government <input type="checkbox"/> - NGO <input checked="" type="checkbox"/> - Private Company <input type="checkbox"/> -Other: _____		
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> - 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			

**Previous Employer 2** (Please record below the details of your previous employment beginning with the most recent first).

Name of Company		Number of Staff	
Address, Tele,			
Company's Main Activities			
Type of Organization	<input type="checkbox"/> - Government <input type="checkbox"/> - NGO <input type="checkbox"/> - Private Company <input type="checkbox"/> -Other: _____		
Your Position			<input type="checkbox"/> - Full time, <input type="checkbox"/> - Part time, <input type="checkbox"/> - 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			

**7. SUPPORTING INFORMATION**

In this section please give your reasons for applying for this post and additional information which shows how you match the person specification for the job.

In this section please explain briefly, why would you like to work for MoPoTsyo?

\*Did you have a Diabetic or Hypertension?  No  Yes, (if yes, describe your status)

\*Have you ever been arrested, indicted, or convicted of a crime or the violation of any law?  Yes  No  
If "yes", please give details of each case?

**8. APPLYING INFORMATION**

How did you learn about the job announcement?  
 Newspaper,  University's board,  Website,  friend,  other, specify.....  
 When will you be available for work (how many days after we notify you?)  
 The salary you expect if you are employed.

**9. REFERENCES**

Please list two referees other than your relatives or previous supervisors mentioned above who are familiar with your capacity or attitude.

**Referee 1**

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

**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	

**\* Please return this form by e-mail to [mopotsyo@gmail.com](mailto:mopotsyo@gmail.com) with copy email to [mopo.adm.ast@gmail.com](mailto:mopo.adm.ast@gmail.com)  
You will be asked to sign the form when you attend for a writing test or an interview.**

**11. ATTACHMENTS**

*Attachments:	<b>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)</b>
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