**ADB CONFERENCE PERSONNEL/LAISION OFFICER**

ENGAGEMENT/ EMPLOYMENT FORM

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** |  | | | |
| **Other Names** |  | | | |
| **Gender** |  | | **Date of Birth** |  |
| **Current**  **Residential Address** |  | | | |
| **Telephone Contact** | **Home** |  | **Mobile** |  |
| **TIN No** |  | | **NIC No** |  |

**Uniform**

|  |  |
| --- | --- |
| **Shirt Size** |  |
| **Pants/Skirt size** |  |

**Bank Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Name** |  | **Bank Name** |  |
| **Account Number** |  | **Branch** |  |

**Emergency Contact**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | **Relationship** |  |
| **Address** |  | | | |
| **Telephone Contact** | **Home** |  | **Mobile** |  |

**Health Information**In order to be successful for the position, the conference personnel will need to be double vaccinated for COVID-19. Please attach a copy of your vaccination certificate with this form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COVID-19 Vaccination Certificate** | **Double Vaccinated** |  | **Booster** |  |
| **Please list any pre-existing  health conditions?** |  | | | |

**Other**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ability to communicate in spoken and written English.** | **YES** |  | **NO** |  |
| **Do you speak any other languages? Please list here.** | **YES** |  | **NO** |  |
| **Computer skills and knowledge of Microsoft programs. Please list skills** | **YES** |  | **NO** |  |

**Current Status**

|  |  |
| --- | --- |
| **Name of Institution / Employer**  **or Unemployed** |  |
| **Program of Study**  **or Department / Position** |  |
| **Please list your previous employment or experience**  Event Management  Hospitality  Administration  Reception clerk  Computer/IT  Retail  Tourism  Customer Service Role |  |

**Signature of Conference Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sign** |  | **Date** |  |

**-------------------------------------------------------------------------------------------------------------------------------------------------------------------**

***OFFICIAL USE ONLY:***

*POSITION: LOCATION/VENUE:*