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**Jiffy Business Hub
(Pvt) Ltd.
Islamabad Centre, Fazal-e-Haq Road, Blue Area,
Islamabad
JOB APPLICATION FORM**

1. Post Applied for: _____
2. Name (Capital letters): _____ Father Name: _____
3. C.N.I.C No. _____ Date of Birth: _____ Age (at closing date of application): (YY-MM-DD)
4. Nationality: _____ Current Job Title: _____
5. Postal address: _____
_____ Email: _____
6. Contact Phone (with city code)/ Mobile/ Fax (if any): _____
7. Permanent Address: _____

8. Academic Qualifications (High School / matric onwards).

Sr. No.	Degree/ Diploma/ Certificate	Institution/ College	University/ Board	Year of Passing	Marks obtained	Total marks	% age/ Division/ grade/CGPA	Major Subjects
1								
2								
3								
4								

9. Related Experience (Post qualification). (Please attach separate sheets if necessary)

Sr. No.	Institution/ Employer	Position Held	Major Responsibilities	Contact No.	Job Period		Years of Experience (Till Closing Date)	
					From	To		
1								
	Reason for leaving							
2								
	Reason for leaving							
3								
	Reason for leaving							
Total Experience								

10. Relevant Trainings/Courses (Please attach separate sheets if necessary)

Sr. No	Trainings/Courses attended	Institution	Year	Duration Period	Major Areas/ Subject
1					
2					
3					

11. Additional expertise:

12. Please attach your CV/Resume

Dated: _____

Signature of Applicant