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**ADRA Mongolia-Job Application Form**

| Palazzo 8-401, Tokyo street, 1st Khoroo, Bayanzurkh District, Ulaanbaatar, Mongolia | | | |
| --- | --- | --- | --- |
| Telephone | (976-11) 450734 | E-mail |  |
| (976-11) 450732 | Website | [www.adra.org.mn](http://www.adra.org.mn) |
| Fax No | (976-11) 450726 | Postal address | Central Post Office-1038, UB 21613 |
|  |  |  |  |

| **Important**: Instruction in using the form   1. Use the highlighted area (text field) to type your answer. 2. Use tab bar to go to the next “text field”. 3. Provide as much information as you can on the field provided. Please ensure that all sections are fully answered as candidates will be initially screened using this form |
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**Position Applied:** **Project Assistant     Programme/Project: NCD**

**1. Family name (Last name) First name Middle name if applicable**

| Baatartsogt | Anusetsen |  |
| --- | --- | --- |

**2. Email address: anusetsenb@outlook.com Telephone numbers: (976) 80638882**

**5. Gender: (Click the box provided) 6. Civil Status (Click the box provided)**

| Male: | ☐ | Female: | ☐ |  | Married | ☐ | Single | ☐ | Others specify |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

**7. Date of birth 8. Birthplace**

| Month   05 | Day   25 | Year    1999 |  | Ulaanbaatar, Mongolia |
| --- | --- | --- | --- | --- |

**9. Citizenship 10. National ID (Passport number if not Mongolian citizen)**

| Mongolian |  | UZ 99052500 |
| --- | --- | --- |

**11. Registration Number if Mongolian**

| UZ 99052500 |
| --- |

**12. Beginning with your native language, include all languages you know.** Please indicate your proficiency by marking the appropriate box. Tick ONLY one box per language per category

(Rating Scale: 1 = Slight; 2 = Fair, 3 = Good, 4 = Excellent)

| **Languages** | **Reading** | | | | **Writing** | | | | | | **Speaking** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 1 | 2 | | 3 | 4 | | 1 | 2 | 3 | 4 |
| Mongolian | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ |
| English | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ |
|  | ☐ | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ |

**13. EDUCATION:** (Please provide full details)

A. *Post-Graduate Studies*

| Name, City and Country | Starting year/month | Ending year/month | Main course of study and certificates or distinction received |
| --- | --- | --- | --- |
|  |  |  |  |

B. *University or Equivalent*

| Name, City and Country | Starting year/month | Ending year/month | Main course of study and certificates or distinction received |
| --- | --- | --- | --- |
| University of Colorado, Denver  Colorado, United States | 2019/08 | 2022/05 | Bachelor of Arts in International Relations with focus on Human Rights, Peace, and Security |

C. *Part-time Study Program*

| Name, City and Country | Starting year/month | Ending year/month | Main course of study and certificates or distinction received |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

D. *Schools or other formal training (e.g. High School, technical school)*

| Name, City and Country | Starting year/month | Ending year/month | Main course of study and certificates or distinction received |
| --- | --- | --- | --- |
| 31st Secondary School of Sukhbaatar District, UB, Mongolia | 2006/09 | 2016/05 | General Secondary Education |
| Red Rocks Community College, Colorado, USA | 2016/10 | 2019/05 | Associate of Arts in Political Science |

E. *Professional qualifications or specialized training e.g. accountant, secretary, social worker, engineer, etc.)*

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**14. Other relevant qualifications and skills in development and/or relief institutions.** (Please give details. Use a separate sheet if necessary)

|  |
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**15. Membership in professional societies and activities in civic and public affairs.**

| Board member of Rotaract Club of Tsetsee Gung |
| --- |

**16. List information technology skills and indicate your proficiency level** (Tick ONLY one box per row)

|  | Proficiency | | | |
| --- | --- | --- | --- | --- |
| Low | Average | Good | Excellent |
| MS Word | ☐ | ☐ | ☐ | ☐ |
| MS Excel | ☐ | ☐ | ☐ | ☐ |
| MS Powerpoint | ☐ | ☐ | ☐ | ☐ |
| MS Access | ☐ | ☐ | ☐ | ☐ |
| MS Outlook | ☐ | ☐ | ☐ | ☐ |
| SEO (Search Engine Optimization) | ☐ | ☐ | ☐ | ☐ |
| Others | ☐ | ☐ | ☐ | ☐ |
| SPSS | ☐ | ☐ | ☐ | ☐ |
| NVIVO | ☐ | ☐ | ☐ | ☐ |

**17. Have you previously submitted an application to ADRA Mongolia before?** If “Yes”, please indicate date and for which position and project the application was made.

| Program | Project Title | Position | Date Applied |
| --- | --- | --- | --- |
| No |  |  |  |

**18. Have you ever been employed by ADRA** (regular, consultant, contractual or temporary)? If “Yes”, please provide details in the *Employment Record* section.

| Yes ☐ |  | No ☐ |
| --- | --- | --- |

**19. EMPLOYMENT RECORD:** Starting with your present / most recent job, list jobs most relevant to the position for which you are applying. Use a separate box for each job.

| Name of organization | | | | Red Rocks Community College | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address: | | Colorado, United States | | | | | | | | | | | | | | | | | | | | | |
| Contact Details: | | Phone: | | | | 1(303)91406789 | | | | | | Address: | | | | | | 13300 W 6th Ave, Lakewood, CO 80228, United States | | | | | |
| Dates of employment | | | | | From: | | | 2016/12 | | | | | | To: | | | 2018/05 | | | | | | |
| Position | | Audio Visual Department Student Assistant | | | | | | | | | | | | | | | | | | | | | |
| Employment Status | | | | | | | Full time | | | | | | ☐ | | Part time | | | | | ☐ | Consultant | | ☐ |
| Hourly Salary | $10.48 per hour | | | | | | | | Number of staff under your supervision | | | | | | | | | |  | | | If none (click box) | ☐ |
| Reason for leaving the organization: | | | | | | | | | | The work schedule conflicted with my academic schedule and other school activities. | | | | | | | | | | | | | |
| Brief description of your work: (provide as much information as you can) | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Provided administrative support to teachers and faculties. 2. Set up, operated, maintained, and repaired equipment used to enhance school events, faculty meetings, and classroom presentation systems. | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisor’s name | | | Position | | | | | | | | Phone | | | | | E-mail Address: | | | | | | | |
| John O’Neill | | | Telecommunications Director | | | | | | | | 1(303)9146789 | | | | | [john.oneill@rrcc.edu](mailto:john.oneill@rrcc.edu) | | | | | | | |
| Name of organization | | | | Red Rocks Community College | | | | | | | | | | | | | | | | | | | |
| Address: | | Colorado, United States | | | | | | | | | | | | | | | | | | | | | |
| Contact Details: | | Phone: | | | | 1 (303)9146374 | | | | | | Address: | | | | | | 13300 W 6th Ave, Lakewood, CO 80228, United States | | | | | |
| Dates of employment | | | | | From: | | | 2016/12 | | | | | | To: | | | 2018/12 | | | | | | |
| Position | | Cashier | | | | | | | | | | | | | | | | | | | | | |
| Employment Status | | | | | | | Full time | | | | | | ☐ | | Part time | | | | | ☐ | Consultant | | ☐ |
| Monthly Salary | $10.48 per hour | | | | | | | | Number of staff under your supervision | | | | | | | | | |  | | | If none (click box) | ☐ |
| Reason for leaving the organization: | | | | | | | | | | Transferred to a 4-year university | | | | | | | | | | | | | |
| Brief description of your work: (provide as much information as you can) | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Effectively carried out all cashier responsibilities, including identifying a counterfeit bill one time. 2. Trained incoming student employees and engaged in a multicultural working environment. | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisor’s name | | | Position | | | | | | | | Phone | | | | | E-mail Address: | | | | | | | |
| Kelly McDermott | | | Director of Food Services | | | | | | | | 1(303)9146374 | | | | | [kelly.mcdermott@rrcc.edu](mailto:kelly.mcdermott@rrcc.edu) | | | | | | | |

**20. State any other relevant facts.** Include international experience if any.

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| **21. Have you any objections to our making inquiries with your present employer?** | | Yes ☐ | No ☐ |
| --- | --- | --- | --- |
| If yes please explain: |  | | |

| **22. Are you physically able and willing to travel to countryside as part of your job?** | Yes ☐ | No ☐ |
| --- | --- | --- |

| **23. Have you ever been convicted of any criminal offence** (excluding minor traffic violations)? | Yes ☐ | No ☐ |
| --- | --- | --- |

| **24. What approximate starting salary (per month) will be acceptable to you for the position for which you are submitting this application?** | 2.500.000 MNT |
| --- | --- |

| **25. If your services are required at the earliest possible time, how soon will you be available to start working after being found suitable for employment?** | Month June | Day  12 |
| --- | --- | --- |

*I certify that the statements I have made in answer to the above questions are true, complete and correct to the best of my knowledge.*

*Permission is given to ADRA Mongolia to make such investigations as are necessary to confirm the above information.*

|  |  |  |
| --- | --- | --- |
| Date  06/07/2023 |  | Anusetsen Baatartsogt |

| **IMPORTANT**   1. **ADRA Mongolia will not bear any responsibility just for receiving your application.** 2. **Note that all documents submitted will not return to the applicants.** 3. **Email this application form together with position specific cover letter, reference contact information and copies of your higher education diplomas.** 4. **You may submit your CV and reference letters.** 5. **Only short-listed candidates will be contacted either by phone or by email.** |
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