**Atlas Application Form**

your photo

1. Position Applied for:

|  |
| --- |
|  |

1. Personal (Details required ):

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Gender: |  |
| Address: |  | Nationality: |  |
| Email: |  | Phone/ Handphone: |  |
| Date of Birth: |  (dd/ mm/yyyy ) | Place of Birth: |  |
| ID-Card/ PP No.: |  | Date of Issue: |  (dd/mm/yyyy) |
|  Place of issue: |  | Marital Status: |  |
|  |  |  |  |

1. Availability / Salary

|  |  |
| --- | --- |
| Available start date: | (dd/mm/yyyy)  |
| Expected gross salary: | VND | / month  |
|  |

1. Education History (Most recent first):

|  |  |  |  |
| --- | --- | --- | --- |
| University/School: |  | From:  | To:  |
| Qualifications: |  | Grades: |  |
|  |  |  |  |
| University/School: |  | From:  | To:  |
| Qualifications: |  | Grades: |  |
|  |  |  |  |
| University/School: |  | From:  | To:  |
| Qualifications: |  | Grades: |  |
|  |  |  |  |

1. Courses Attended

|  |  |  |  |
| --- | --- | --- | --- |
| School/College: |  | From:  | To:  |
| Qualifications: |  |  |  |
|  |  |  |  |
| School/College: |  | From:  | To:  |
| Qualifications: |  |  |  |
|  |  |  |  |
| School/College: |  | From:  | To:  |
| Qualifications: |  |  |  |
|  |  |  |  |

1. Computer Skills:

|  |  |
| --- | --- |
|   | Using frequency |
| **Items** | 0 | 1 | 2 | 3 | 4 |
| ***Office General*** |   |  |  |   |   |
| MS Office (Word / Excel / Power Point) |  |  |  |  |  |
| MS Outlook |  |   |   |   |   |
| MS Project  |   |   |    |   |   |
| ***Architecture, Engineering & Construction (AEC)*** |   |   |   |   |   |
| AutoCAD |  |   |    |   |   |
| SketchUp  |  |  |  |  |  |
| MicroStation |  |  |  |  |  |
| 3DS max |  |  |  |  |  |
| Lumion |  |  |  |  |  |
| ArchiCAD |  |   |   |   |   |
| AECOsim |   |   |  |   |   |
| Revit Architecture |   |   |  |   |   |
| Revit Structure |   |   |   |   |   |
| Revit MEP |  |  |  |  |  |
| Robot Structural Analysis |  |  |  |  |  |
| Tekla |  |  |  |  |  |
| ***Other Computer/Software Skills (please list)*** |  |  |  |  |  |
|    |   |   |    |   |   |
|  |  |  |  |  |  |
|   |   |   |  |   |   |

 *Notes:* 0: Never 1: Occasionally 2: Sometimes 3: Often 4: Always

1. Foreign Languages(Written and Spoken):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Beginner | ***Written*** | Expert | Beginner | Spoken | Expert |
|  | 0 | 1 | 2 | 3 | 4 | 5 | 0 | 1 | 2 | 3 | 4 | 5 |
| English: |  |  |  |  |  |  |  |  |  |  |  |  |
| Other 1: please specify |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other 2: please specify |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Employment History (Start with the most recent employment. Ensure there are no gaps in your history).

|  |  |
| --- | --- |
| Company: |  |
| Period: | from: | (mm/yyyy) | to: | (mm/yyyy) |
| Job Title: |  | Salary/month: |  |
| Job Description: |  |
|  |  |
| Reference: | Name: | Position: | Phone: |
| Company: |  |
| Period: | from: | (mm/yyyy) | to: | (mm/yyyy) |
| Job Title: |  | Salary/month: |  |
| Job Description: |  |
|  |  |  |  |
| Reference: | Name: | Position: | Phone: |

|  |  |
| --- | --- |
|  Company: |  |
| Period: | from: | (mm/yyyy) | to: | (mm/yyyy) |
| Job Title: |  | Salary/month: |  |
| Job Description: |  |
|  |  |
| Reference: | Name: | Position: | Phone: |
| Company: |  |
| Period: | from: | (mm/yyyy) | to: | (mm/yyyy) |
| Job Title: |  | Salary/month: |  |
| Job Description: |  |
|  |  |  |  |
| Reference: | Name: | Position: | Phone: |

1. Please write a few sentences on why you think we should employ you/ what particular qualities you will bring to the team:

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1. Further comments (Is there anything else you would like to say and/or we should know about you?)

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1. Other References (People who know your work and who are prepared to speak to us about you – we will only talk to them with your permission)

|  |  |
| --- | --- |
| Name: |  Phone:  |
| Company: |  His/Her Position:  |
| Time known: |  Relationship:  |

|  |  |
| --- | --- |
| Name: |  Phone:  |
| Company: |  His/Her Position:  |
| Time known: |  Relationship:  |

1. How do you know atlas?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ❒ | Tuoi Tre Newspaper  | ❒ | VietnamWorks.com  | ❒ | Atlas Website  | ❒ Others |  |
| ❒ | Nha Dep Magazine | ❒ | Kiemviec.com | ❒ | Friends - His/ Her name:  |  |

1. Signature (If you are sending this form by email/online you will be asked to sign a paper copy at a later stage)

*I declare that the information I have given is true and complete to the best of my knowledge and belief. In addition, I understand that any false statement or deliberate omission in the information I have given on this form may disqualify me for employment in connection with some or all contracts.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  |  |  |