**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 ManagementHospitality Administration Reception clerk Computer/ITRetailTourismCustomer Service Role  |  |

**Signature of Conference Personnel**

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

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

***OFFICIAL USE ONLY:***

*POSITION: LOCATION/VENUE:*