** APPLICATION FOR EMPLOYMENT**

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| **PERSONAL INFORMATION** |

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| *photo* | Full Name: | Topchubaev Nursultan | | | | Date of Birth: | | 15.01.1996 | |
| Marital Status | single | | | Nationality: | | kyrgyz | | |
| Email: | Nursultan.topchubaev@gmail.com | | | | Phone: | | 0559241410 | |
| Address: | 3 Petrova str., apt.10, Osh, Kyrgyzstan | | | | | | | |
| Date Available to Work: | | From 14th of January | | | Desired Salary Range: | | | 20000-25000 |
| Position Applying for: | | | Administrative assistant (maternity leave) | | | | | |

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| **EDUCATION** |

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| **School Name** | **Location** | **Years Attended** | **Degree Earned** | **Major** |
| School №5 named after Dzhoomart Bokonbaev | Osh,Kyrgyzstan | 2002-2010 |  |  |
| School №3 named after M. V. Lomonosov | Osh,Kyrgyzstan | 2010-2013 |  |  |
| International Ataturk-Alatoo University | Bishkek, Kyrgyzstan | 2013-2017 | Bachelor | International Relations |
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| **EMPLOYMENT HISTORY** |

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| Employer: | Red Crescent Society of Kyrgyzstan | | | Date Employed: | | 15th of July, 2015 |
| Address: | 3, Bayalinova str., Osh, Kyrgyzstan | | | Starting Salary: | | No salary |
| Job Title: | Intern | | | Ending Salary: | |  |
| Responsibilities: | Documentary work, transferring documents and reports to electronic version | | | | | |
| Reason for Leaving: | | End of internship | | | | |
| Supervisor: |  | | Phone: | | 0 (3222) 22815 | |
|  |  | | Email: | | south@redcrescent.kg | |

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| Employer: | National Commission for UNESCO of the Kyrgyz Republic | | | Date Employed: | | 17th of June, 2016 |
| Address: | blvd. Erkindik, 54  Bishkek, Kyrgyzstan | | | Starting Salary: | | No salary |
| Job Title: | Intern | | | Ending Salary: | |  |
| Responsibilities: | Documentary work, translating researches and reports to English language | | | | | |
| Reason for Leaving: | | End of internship | | | | |
| Supervisor: | Korchueva Elnura | | Phone: | | +996 (312) 62–46–81 | |
|  |  | | Email: | | kyrgyznatcomunesco@gmail.com | |

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| Employer: | Celestyal Cruises | | | Date Employed: | | 24th of October, 2017 |
| Address: |  | | | Starting Salary: | | €950 |
| Job Title: | Dining Room Waiter | | | Ending Salary: | | €1100 |
| Responsibilities: | Food service for passengers | | | | | |
| Reason for Leaving: | | End of contract | | | | |
| Supervisor: | maître d'hôtel Alexandru Dan | | Phone: | | +30 216 40 09 600 | |
|  |  | | Email: | | info@celestyalcruises.gr | |

\* We will contact your previous places of employment to verify work history.

\* Please add additional significant work experience, if any.

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| **LANGUAGE** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Kyrgyz** | | **Russian** | | **English** | | **Other: German and Turkish** | |
| Speaking | Reading | Speaking | Reading | Speaking | Reading | Speaking | Reading |
| 5 | 5 | 5 | 5 | 4 | 4 | 1 | 1 |

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| *Proficiency Code* | *Speaking Definitions* | *Reading Definitions* |
| *0 - No Practical Proficiency* | *No practical speaking proficiency.* | *No practical reading proficiency.* |
| *1 - Elementary Proficiency* | *Able to satisfy routine travel needs and minimum courtesy requirements* | *Able to read some personal and place names, street signs, and isolated words and phrases* |
| *2 - Limited Working Proficiency* | *Able to satisfy routine social demands and limited work requirements* | *Able to read simple prose, in a form equivalent to typescript or printing, on subjects within a familiar context* |
| *3 - Minimum Professional Proficiency* | *Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics* | *Able to read standard newspaper items addressed to the general reader, routine correspondence, reports, and technical materials in the individual's special field.* |
| *4 - Full Professional Proficiency* | *Able to use the language fluently and accurately on all levels pertinent to professional needs.* | *Able to read all styles and forms of the language pertinent to professional needs.* |
| *5 - Native or Bilingual Proficiency* | *Equivalent to that of an educated native speaker.* | *Equivalent to that of an educated native.* |

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| **COURSES AND TRAINING** |

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| Do you have a driver’s license? | Yes | Driving Category: | B |
| How many years of driving experience do you have? | | 2 years | |
| Have you served in the military? (Years of service): | No | Which branch? |  |

**OTHER TRAINING**

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| **Course Title** | **Certifying Institution** | **Date Attended** | **Location** |
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| **DISCLAIMER AND SIGNATURE** |

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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| Signature: |  | Date: |  |