

FORM FD-9

FORM OF APPLICATION FOR EMPLOYMENT OF FOREIGN NATIONAL

To,
The Director General,
NGO Affairs Bureau,
Dhaka.

Dear Sir,

We request for permission to employ the following foreign nationals in our Non-Government
Organisation -----
Registration No----- (under FD(V.A.)R. Ordinance, 1978).

Necessary particulars are given below :

1. Name of the foreign national (In block letters) :
2. Father's/Husband's name :
3. Date and place of birth :
4. Passport number with date of issue :
5. Identification Mark :
6. Sex and marital status :
7. Nationality/Citizenship (also previous citizenship, if any) :
8. Home Address :
9. Size of his/her family :
10. Name of other members of the family with age if they are to accompany the foreign national. :
11. Academic qualification (Please attach copies of the certificates in support) :

12. Technical and other qualification, if any (please attach copies of the relevant certificates). :
13. Past experience and his/her aptitude the specific type of job proposed to be entrusted to him/her. :
14. Countries visited so far (for employment) :
15. Name of the post offered (Please enclose a copy of the agreement to be entered into with the foreign national). :
16. Project under which he/she is proposed to be employed in Bangladesh. :
17. Has the Project been approved by the Govt. ? If so, please enclose copy of the approval letter. :
18. Date from which to be employed [Whether (a) new (b) replacement (c) extension of existing employment]. :
19. Period of employment/extension (months) :
20. Total number of foreign national (fixed for the voluntary Organisation/Project.) :
21. Number of foreign nationals already working in Bangladesh for the Organisation/Project. :
22. Any other information not mentioned above. :

P.S.: Please enclose 6 (six) copies of passport size Photograph of the foreign national.

Yours faithfully

Name :

Date :

*Signature of the Chief
Functionary of the NGO with*

Name :

Phone No :