Overseas Employment Corporation

PMI Auditorium Building Near Zero Point, Islamabad.
Tel: 92-51-9253258, 9253256, 9253245, 9253252, Fax: 92-51-9253244
E-mail: query@oec.gov.pk or oecorp@isb.paknet.com.pk
Website: www.oec.gov.pk

PERSONAL HISTORY FORM

FOR OFFICIAL USE ONLY	STAMP ACCOUNTS BRANCH	CV ID # …….
Posted by _____		Form Issued From :_____ Islamabad/Karachi/Lahore/Quetta/Peshawar
Posting Date _____		Advertisement No_____
Signatures		Post Applied _____

SECTION 1: PERSONAL INFORMATION:

1. Name _____ 2. Father's Name_____

3. Mother's Name_____ 4. Gender ☐ Male ☐ Female

5. Date of birth { _ _ / _ _ /_ _ _ _} (Day/Month/ Year) 6. City of Birth _____

7. Country of birth_____ 8. Marital Status ☐ Married ☐ Unmarried ☐ Other _____

9. National ID Card # _____ 10 Passport No: _____

11. Religion _____ 12. Sect:_____ (Optional)

13. Please select your preferred city /station for Interview by employer: (Islamabad/ Karachi/ Lahore / Quetta/ Peshawar)

14. Current Postal Address: _____

_____

City _____ Zip/Postal Code _____ Province _____ Country _____

Telephone (Office) _____ (Residence) _____ (Mobile/Cell) _____

15. Permanent Address: _____

_____

City _____ Province _____ Country _____ Phone: _____ Fax: _____

16. E-mail Address: _____

IMPORTANT: This e-mail address will be used for all types of correspondence with candidate and all new job announcements will be sent to candidate through this e-mail. The candidate will be fully responsible to check his/her e-mail regularly.

17. Permanent Address of a near relative /friend : _____

_____

City _____ Province _____ Country _____

Telephone (Office) _____ (Residence) _____ (Mobile/Cell) _____

(this address will be used if candidate cannot be reached at his regular mailing or permanent address)

Minimum Expected Salary (Optional but very important)		Any Preference or reservation regarding country of employment	

SECRET QUESTION: _____ ANSWER _____

(IMPORTANT: THIS QUESTION WILL BE USED FOR AUTHENTICATION OF CANDIDATE ON PHONE OR INTERNET)

SECTION 2: JOB SPECIFIC INFORMATION:

Resume /Job Title Please write title of Post Applied Or Suitable Job Title(s) (Maximum 4 titles can be given)

Carrier Objective:

SECTION 3: CATEGORY OR FIELD OF SPECIALIZATION

(For detailed guideline, list of categories and list of skills, please visit OEC's website www.oec.gov.pk/guide.html

Main Category	Subcategory	RELEVANT EXPERIENCE (e.g. 5 year, 6 months etc.)

Special Skills (Please write briefly about any important skill(s) that you posses especially relating to your profession, for consideration of the employer.

Skill Name	Last used (e.g. 3 years before etc.)	Total duration of use (e.g. 2years)	Skill Level Fair / Good / Excellent}	Description

SECTION 4: EDUCATIONAL QUALIFICATIONS. (Please start with highest degree and mark it as highest degree)

Degree Name	Level (Master / Bachelors etc.	Institute	Major Subject (s)	Start Date	End Date	%age /GPA/Div	Country

SECTION 5: EMPLOYMENT RECORD (Please use separate sheet for more jobs, using the same format)

Name of Employer/ Company /Department	Job Title OR Designation	Responsibilities/ Job description.	Country	Starting Date:	Ending Date:

SECTION 6: SPECIAL TRAINING (Please write about any professional Training you received)

Institute & Country	Training Title	Duration	Description

SECTION 7: LANGUAGES

Language	Read			Write			Speak		
	NO	FAIR	Excellent	NO	FAIR	Excellent	NO	FAIR	Excellent

SECTION 8: Research

	1	2	3
Field of Research			
Topic of Research			
Organization for which research conducted (If any)			
Research Objective			
Date of Start			
Date of Completion Date of			
Publication			
Forum of Publication			
Country of Publication			

SECTION 9: ACHIEVEMENTS (Please write in details if you have any major career achievement

SECTION 10: REFERENCES

Name	Company	Address	Designation	Relation

SECTION 11: ADDITIONAL INFORMATION (Any other significant information for consideration of employer)

UNDERTAKING: (Please carefully read all points /instructions given below and sign the undertaking)
I undertake:

1.	That statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material commission made on the Personal History Form or other documents requested by the Corporation would disqualify me from all services rendered by the Corporation.
2.	To inform the Corporation immediately in writing about any change in employment status, educational qualifications, contact address through registered post or courier service.
3.	That I have no objection to the Corporation using my CV for exploring job opportunities abroad in any part of the world against current and future job vacancies matching my qualifications and experience.
4.	That if offered a job by any foreign employer, it will be my responsibility to secure release from my present employer and take up the new assignment within the date stipulated by the foreign employer.
5.	That I will appear for interview at a date, time, and venue conveyed by the Corporation. No TA/DA will be claimed by me for the said purpose.
6.	That I will undergo medical examination or any other test (at my cost) required by the employer without undue delay on my part. I further undertake to pay the visa fee or other costs involved in the preparation of my travel documents. I understand that where under the terms of the service contract, the travel cost is to be borne by the candidate, I will bear the same without undue delay on my part.
7.	That I have no objection to the Corporation negotiating beneficial terms and conditions of my employment abroad.
8.	That I will furnish on demand any original or photocopies of documents required by the Corporation for updating my CV or for provision to the employer abroad.
9.	**I hereby AUTHORIZE** ☐ **DO NOT AUTHORIZE** ☐ **the Corporation to register me with Resume Bank and to publish my resume on Internet.**
10.	That I understand that if I choose to register with OEC Resume Bank my registration will be valid for six months and my CV will be published on Internet. my registration will be cancelled if I am provided employment by a foreign employer or the registration is not renewed within 2 months of its expiry. I further understand that the renewal is for the purpose of verfication of my willingness and availablity for foreign employment and updation of my resume, contact information, education and experience.
	Date: _____ **Signature:** _____

IMPORTANT INSTRUCTIONS:

Registration Process

i. The following types of candidates will be eligible to register with OEC's Resume Bank for Employment abroad
- a. Professionals Candidates (with Master's Degree or above)
- b. Highly Skilled Candidates (with Bachelors Degree or Regular Diploma or Associate Diploma, in relevant field.
- c. Semi-skilled Candidates (with a regular training certificate or diploma or trade test certificate or basic education with verifiable experience.

ii. Registration will be free of cost for all categories.

iii. Free registration shall be valid for six months

iv. Registration shall be renewed after every six month. Renewal is essential to keep the resumes' updated and to maintain the status of willingness and availability of candidates for employment abroad.

v. For renewal of registration, candidates will be required to submit a written application or an E-mail request and indicate any change in his resume, contact information, education and experience.

vi. The renewal request through e-mail shall only be accepted from the e-mail address already given in the resume of the candidate.

vii. Candidates can also register through free registration facility at OEC's website and create / update their resumes'.

viii. If a candidate does not have the ability to register and create his resume through Internet, OEC will do the same on submission of written application (hard copy) by the candidate.

Procedure to apply for a job published by OEC in National Press

i. Candidates of all categories i.e. professional, highly skilled, semi-skilled and un-skilled will be required to apply afresh against jobs published in National Press, by submitting a written application, copies of supporting documents, copy of latest resume filled on Personal History Form for Professional, Highly Skilled, Semi-skilled candidates and Databank Form-II for un-skilled labour. The same can also be sent through regular post by attaching Bank draft of application fee.

ii. Application Fee of Rs.500 will be charged from professional and highly skilled candidates every time for each job they apply for.

iii. Application Fee of Rs.500 will be charged from semi-skilled and un-skilled candidates each time they apply for any job

iv. The Personal History Form and Databank Form can also be downloaded from OEC's webstie www.oec.gov.pk

v. Candidate can also apply for a job through regular post by filling Personal History Form or Databank Form, and by providing supporting documents, attaching a Bank Draft of prescribed application fee drawn in favour of OEC and sending all these through regular post to any office of OEC.

vi. In case candidates are sending this form to apply against an advertisement, they must prominently mention name of the post and advertisement number on top of this form.

vii. **Please note** that by filling and submitting the Personal History Form candidate will **Not be** considered against other advertised job automatically. They will have to apply for every new job vacancy separately according to procedure explained above.

viii. Addresses of Offices Of OEC

a. OEC, PMI Auditorium Building Near Zero Point, Islamabad..
b. OEC, Red Crescent Building, Dr. Daud Pota Road, Karachi. (Ph: 92-21-9203471)
c. OEC, 260-N, Model Town, Extension, Near Nespak Office, Lahore.. (Ph: 92-42-99232494)
d. OEC, OPF Building, Block No.4, Near Masjid-e-Khazra, Satellite Town, Quetta. (Ph: 92-81-9211651)
e. OEC, 9/4 Rafiqi Line, Main Bara Road, Opp. Qayyum Stadium, Peshawar Cantt. (Ph: 92-91-9213484)