

## Sample Bio-Data Format

**[IMPORTANT: Do not fill out this form. This is only a format for preparing your Bio Data]**

**Bio-Data of:**

\_\_\_\_\_ (Full name per Passport)

\_\_\_\_\_ (Mailing Address)

\_\_\_\_\_ (Telephone & Confidential Fax Nos.)

\_\_\_\_\_ (Confidential e-mail address)

**Education:**

\_\_\_\_\_ PostSecondary Degrees/Diplomas  
\_\_\_\_\_ with names of Universities/Colleges  
\_\_\_\_\_ & Locations (City & Country) (start  
\_\_\_\_\_ with highest level)

**Total No. of yrs.  
of Education:**

\_\_\_\_\_ (e.g., B.Com – 15 Yrs. / M.B.A. –  
\_\_\_\_\_ 17 years)

### Apprenticeship

**Training (if any):**

\_\_\_\_\_ Name of  
\_\_\_\_\_ Institution/Company/Firm &  
\_\_\_\_\_ Location (City & Country) (start  
\_\_\_\_\_ with highest level)

**Certifications/Memberships:**

\_\_\_\_\_ Name of Association/Institute &  
\_\_\_\_\_ Location (City & Country)

### Work Record (Past 10 yrs)

**(a) \_\_\_\_\_ To Present**  
[Month & Year]

\_\_\_\_\_ Your Position  
\_\_\_\_\_ Name & Address of the  
\_\_\_\_\_ Employer

*Brief employer description &  
your specific job description\**

**The company is engaged in \_\_\_\_\_; grosses approx.  
US\$ \_\_\_\_\_ annually and employs \_\_\_\_\_ persons. My job  
involves responsibilities of \_\_\_\_\_.**

**(b) \_\_\_\_\_ To \_\_\_\_\_**  
[Month & Year] [Month & Year]

**The same format as above for all previous jobs.**

**Languages:**

**Can speak, read & write English fluently.**  
**Can \_\_\_\_\_ (any other language)**  
*(pls. state fluently, well or with difficulty)*

**Health:**

**Excellent. Willing to relocate, travel.**

**Personal Data:**

**Age: \_\_\_\_\_ Yrs. Born on \_\_\_\_\_ at \_\_\_\_\_**  
[dd/mm/yyyy] [City & Country]

**Married with \_\_\_\_\_ child(ren)**

**Spouse:**

**Education Level with total no. of years.**  
**Studied: \_\_\_\_\_**  
**[e.g., B.Com. – 15 years (10+2+3) or M.B.A. – 17 years]**

*\* Please note that a brief job description is important for all independent applicants.*