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Bhutan Insurance Limited

Providing Security, Building Confidence

Your insurer of
CHOICE

ISO/IEC 27001:2022 & ISO/IEC 27701:2019 Certified Company

BHUTAN INSURANCE JOB APPLICATION FORM

Passport
Size Photo

Date of Application.....

Position Applied for:			
Name (in block letters):			
CID No:			
Sex:			
Date of Birth:			
Present Address:			
Permanent Address			
Village:	Gewog:	Dzongkhag:	
Contact No:	Alternative Contact No:		
Email Address:			

Qualification:

Name of College/ School	Qualification Level/Course	Aggregate	Year of Completion

Work Experience:

Name of the Company/Office	Place	Designation	Year (dd/mm/yyyy)		Reason for separation
			From	To	

Application documents checklist:

The application must include the following documents which are compulsory: (Please tick inside the brackets)

1. () BIL Job Application form (Available on website).
2. () Curriculum Vitae/Resume (Not required for Sub-Staff and Driver)
3. () Two Numbers of passport size photo
4. () Copy of Citizenship Identity Card

Document classified: Public use



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5. () Copy of Academic Transcript/Marksheet
6. () Copy of Character Certificate (Cl, X or XII or Degree)
7. () Copy of Extra Curricular Activity If any
8. () Work Experience Certificate, if Applicable
9. () Copy of valid Medical Fitness Certificate (on the date of submission the certificate should be valid-6 months validity)
10. () Copy of valid security Clearance Certificate (on the date of submission the certificate should be valid)
11. () No objection Certificate from the previous employer, if employed.
12. () Credit / Loan Clearance Certificate, if employed
13. () Audit Clearance, if employed

Please ensure that you submit all the required documents along with the application form.

Declaration:

My signature confirms that all the information contained in my application and documents, is to the best of my knowledge, legal, accurate and complete.

Incase BIL finds that the information given by me is illegal, not accurate and incomplete, BIL shall have the right to disqualify my candidature at any time without any notice.

If I am recruited by BIL, I agree to be placed in any Branch/Extension office of any location of Bhutan Insurance Limited.

Place:

Date:

Signature:

Document classified: Public use



BIL-PO.004-Privacy Policy

1. Bhutan Insurance Limited collects personal information (PII) from customers, employees and relevant stakeholders for various purposes, including insurance, loans, identity verification, customer response, recruitments, Private Provident Funds, and Gratuity Funds.
2. The company does not disclose customer, stakeholders and employee PII to third parties or engage in transborder sharing, except to regulators, governments, and law enforcement agencies as required by applicable laws and guidelines.
3. The company implements measures to protect personal information against unauthorized disclosure.
4. Our website and other online platforms use cookies and related technologies to track visitor information, simplify platform use, customize products and services, collect user data, and analyze server logs.
5. While the company takes steps to prevent unauthorized access to personal data, it cannot guarantee complete data security or website access. Users are encouraged to use secure online platforms, strong passwords, and secure browsers, and to report any unauthorized use to the company immediately.
6. Our website may contain links to third-party websites. We are not responsible for the privacy practices of these websites and encourage users to review their policies, even if they are co-branded with our logo or trademark.
7. This policy and website use are governed by Bhutanese laws and company regulations. The company acts as a Data Controller and ensures that consent is obtained before accessing personal information.
8. The company upholds privacy rights, including access to personal data, consent withdrawal, objection to data processing, rectification, erasure, data portability, processing restriction, protection against automated decision-making, and the right to lodge a complaint.
9. Personal information is securely stored at our office for at least 10 years and is destroyed thereafter. While we do not share, sell, or rent PII, we may store it with third parties who are required to respect data security and handle it lawfully.

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10. The detailed policy can be found on the Bhutan Insurance Limited website
(data_privacy_policy.pdf (www.bil.bt)).

I,, hereby confirm that I have read the privacy policy of Bhutan
Insurance Limited.

Signature of applicant

Document classified: Public use

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