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| ***JOB INFORMATION***   |  | | --- | | **Position applied for(name the position as stated in job advert)** | |  | |
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| ***GENERAL INFORMATION (Write in Capital Letter)***   |  |  |  |  | | --- | --- | --- | --- | | **First Name** | **Middle Name** | | **Last Name** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | | | **Date Of Birth AD [DD-MM-YYYY]** | | | | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  | - |  |  |  |  | | | | | | **Marital Status** | | **Gender** | | | |  |  | | --- | --- | | ☐ | Married | | ☐ | Single | | ☐ | Other | | | |  |  | | --- | --- | | ☐ | Male | | ☐ | Female | | ☐ | Other | | | | **Email Address [Write in Capital Letter]** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | **Alternative Email Address [Write in Capital Letter]** | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | |
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| ***CONTACT INFORMATION***   |  |  | | --- | --- | | **Mobile Number** | **Land Line Number** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
| ***ADDRESS [Write in Capital Letter]***   |  |  | | --- | --- | | **District** | **Municipality/VDC** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **Ward / Tole** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
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| ***ACADEMIC QUALIFICATIONS (beginning with your most recent degree)***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S.N.** | **Degree** | **Institution / University** | **Passed Year** | **Marks / Grade Obtained** | | **1** |  |  |  |  | | **2** |  |  |  |  | | **3** |  |  |  |  | |
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| ***Major training relevant to the applied position***   |  |  |  | | --- | --- | --- | | **Training Title** | **Organiser** | **Duration** | |  |  |  | |
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| ***EMPLOYMENT HISTORY***  List prior work experiences starting from your recent work experience. If you do not have enough space to list all your work experience, use a separate sheet or create space for continuation. Even if you include a resume, you must still complete the entire application.  *(Include only the work experience that are related to the position for which you are applying*   |  |  | | --- | --- | | 1. **Organisation Name** | **Position** | |  |  | | **Total working period (year-month)** | **Annual Gross Salary (NPR)** | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | **-** |  |  | |  | | **Key Achievements (minimum 3)** | | |  | | |  | | | 1. **Organisation Name** | **Position** | |  |  | | **Total working period (year-month)** | **Annual Gross Salary (NPR)** | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | **-** |  |  | |  | | **Key Achievements (minimum 3)** | | |  | | |  | | | 1. **Organisation Name** | **Position** | |  |  | | **Total working period (year-month)** | **Annual Gross Salary (NPR)** | | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  | **-** |  |  | |  | | **Key Achievements (minimum 3)** | | |  | | |
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| ***LANGUAGE Competency***  **Please list the language you understand and rate your speaking, writing and reading ability using the following: Limited =1, Good=2, Excellent=3**   |  |  |  | | --- | --- | --- | | **Language** | **Writing** | **Speaking** | | ***Nepali*** |  |  | | ***English*** |  |  | |  |  |  | |  |  |  | |
|  |
| ***Publication (articles in peer reviewed journals)***   |  | | --- | |  | |
|  |
| ***Publication (please write - report title, year, organization, authors – max 10 reports only)***   |  | | --- | |  | |
| ***REFERENCES***  **Please list two persons who have knowledge of your work qualifications and can serve as a referee for you.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Full Name** | **Name & Address of Organisation** | **Designation** | **Mobile** | **Email Address** | |  |  |  |  |  | |  |  |  |  |  | |
|  |
| ***APPLICANT CONSENT***  I certify that the information given herein are true and complete to the best of my knowledge. I authorizethe employer organization for any related investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.  I understand that the organization will make a thorough review of my entire work history, verify all data given in my application, related papers or oral interviews as well as conduct background check. I understand that falsification of data given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.  I further understand that this is an application for employment and that no employment contract is being created.  I have completed and read and understand the above.   |  |  | | --- | --- | | **Signature** | **Date [DD-MM-YYYY]** | |