

**Job Application Form**

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| --- | --- |
| Position Applied for: | Photo |
| Preferred Duty Station: |
| Job Reference: |
| Total Years of Professional Experience:  Years of professional experience relevant for this position: |
| Expected monthly gross salary including all benefits[[1]](#footnote-1): NPR |
| Required Notice Period: |

|  |  |  |  |  |
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| **Personal Details** | | | | |
| Full Name: | | | | |
| Father’s Name: | | | | |
| Mother’s Name: | | | | |
| Sex: | | | Nationality: | |
| Date of Birth: | | | Marital Status: | |
| Citizenship Number: | | | Place of Citizenship Issued: | |
| Present Address: | | | | |
| Permanent Address: | | | | |
| Contact Number: | Work: | Home: | | Cell Phone: |
| Email Address: | | | | |

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| **Employment History**  Put most recent experience first and then each job in reverse chronological order (last to the first) | |
| 1. Job Period: | Organisation name and address: |
| Position: |
| Key responsibilities: |
| Reason for leaving: |
| 1. Job Period: | Organization name and address: |
| Position: |
| Key responsibilities: |
| Reason for leaving: |
| 1. Job Period: | Organisation name and address: |
| Position: |
| Key responsibilities: |
| Reason for leaving: |

**[Insert rows for additional information, if necessary]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Background**  Put the most recent degree first and then each degree in reverse chronological order (highest to lowest) | | | | |
| **Name of Degree** | **Major** | **Year** | **Name of Institute** | **Result** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

[Insert rows for additional information, if necessary]

|  |  |  |
| --- | --- | --- |
| **Professional Training** | | |
| Training/Workshop/Seminar | Institution | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

[Insert rows for additional information, if necessary]

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| **Computer Proficiency**  (Please use tick √ mark to share expertise in these software & tools.) | | | |
|  | Professional | Average | Beginner |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft PowerPoint |  |  |  |
| Microsoft Access |  |  |  |
| Microsoft Outlook |  |  |  |
| Internet Applications |  |  |  |

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| **\* Language Proficiency**  [Please write your level of proficiency in the following criteria} | | | |
|  | Reading | Writing | Speaking |
| Nepali |  |  |  |
| English |  |  |  |
| Others (if any) |  |  |  |

\* A = Excellent B = Good C = Average

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| --- |
| Describe below how you fit into this position (max 150 words, please refer specifically to the terms of reference) |
|  |

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| **Referees**  [Professional and Academic (non-relatives)] | | | |
| Name: | Name: | | Name: |
| Designation: | Designation: | | Designation: |
| Organisation: | Organisation: | | Organisation: |
| Mailing address: | Mailing address: | | Mailing address: |
| Contact numbers: | Contact numbers: | | Contact numbers: |
| Email address: | Email address: | | Email address: |
| **Declaration** | | | |
| Have you ever been convicted of a crime? If yes, please mention details. | | | |
| I do hereby declare with my signature that the above-mentioned information is correct. I understand that falsification of any information provided on this application will disqualify me from the candidature. | | | |
| Signature: | | Date: | |

1. Gross Salary including all benefits comprises of Basic Salary, Livelihood Allowance, Annual Festival Allowance, Social Security Fund, Gratuity and Medical Insurance.

   Please note: Statement “according to the organisation rules” is not accepted. [↑](#footnote-ref-1)