**READ Nepal**

**(Baluwatar, Kathmandu)**

**EMPLOYMENT APPLICATION FORM**

1. **PERSONAL INFORMATION SUMMARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Applied For:** |  | | | |
| **Full Name (in CAPITAL Letters)** |  | | | |
| **Sex:** ---------(Male) ---------- (Female) ---------- (Others) | | | | |
| **Date of Birth:** DD/MM/YYYY | | **Nationality:** | | |
| **Contact Address** | Current Address | | Permanent Address | |
|  | |  | |
| **Current Employer** |  | | | |
| **Work Station** |  | | | |
| **E-Mail Address** | (Please write more than one if you have) | | | |
| **Phone** | **Home** | **Office** | | **Mobile** |
|  |  | |  |
| Please, use this space if you wish to provide other personal details: | | | | |

1. **ACADEMIC QUALIFICATION SUMMARY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***ACADEMIC QUALIFICATION***  ***(Please, enter the most recent first and add more lines if needed)*** | | | | | |
| **SN** | **Qualification** | **Area of Specialization** | **Institution**  *(Please mention Name, Country and Location)* | **Period** | |
| **From** | **To** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

1. **TRAINING/WORKSHOP/SEMINAR INFORMATION SUMMARY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***RELEVANT TRAININGS AND SHORT TERMS COURSES***  ***(Please, enter the most recent and relevant to the position applied for first and add more lines if needed)*** | | | | | |
| **SN** | **Title** | **Focus Area** | **Institute/Organization/Individual**  *(Please mention Name, Country and Location)* | **Period** | |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **CAREER HISTORY SUMMARY (*Please fill below the summary and attach your detail CV separately*)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***CAREER HISTORY***  ***(Please, enter the most recent position first and add more lines if needed)*** | | | | | | |
| **SN** | **Name of Employer/s** *(Please, mention the contact details also)* | **Name of Supervisor and Designation** | **Your Designation** | **Employment Period** | | **Duty Station** |
| **From** | **To** |
| 1 |  |  |  |  |  |  |
| ***Please, list five major responsibilities below*** | | | | | | |
| i.  ii.  iii.  iv.  v. | | | | | | |
| **SN** | **Name of Employer/s** *(Please, mention the contact details also)* | **Name of Supervisor and Designation** | **Your Designation** | **Employment Period** | | **Duty Station** |
| **From** | **To** |
| 2 |  |  |  |  |  |  |
| ***Please, list five major responsibilities below*** | | | | | | |
| i.  ii.  iii.  iv.  v. | | | | | | |
| **SN** | **Name of Employer/s** *(Please, mention the contact details also)* | **Name of Supervisor and Designation** | **Your Designation** | **Employment Period** | | **Duty Station** |
| **From** | **To** |
| 3 |  |  |  |  |  |  |
| ***Please, list five major responsibilities below*** | | | | | | |
| i.  ii.  iii.  iv.  v. | | | | | | |
| **SN** | **Name of Employer/s** *(Please, mention the contact details also)* | **Name of Supervisor and Designation** | **Your Designation** | **Employment Period** | | **Duty Station** |
| **From** | **To** |
| 4 |  |  |  |  |  |  |
| ***Please, list five major responsibilities below*** | | | | | | |
| i.  ii.  iii.  iv.  v. | | | | | | |
| **SN** | **Name of Employer/s** *(Please, mention the contact details also)* | **Name of Supervisor and Designation** | **Your Designation** | **Employment Period** | | **Duty Station** |
| **From** | **To** |
| 5 |  |  |  |  |  |  |
| ***Please, list five major responsibilities below*** | | | | | | |
| i.  ii.  iii.  iv.  v. | | | | | | |

1. **PERSONAL COMPETENCIES**

|  |
| --- |
| *Please, explain below how you meet the criteria of the position based on Job Description, ensuring that you give evidence and examples of how your skills, knowledge and experience meet the shortlisting requirement* ***(including any relevant skills and experiences gained outside paid employment e.g. through voluntary work).*** *This should not take up more than an A4 size.* |
|  |

1. **SALARY INFORMATION**

|  |  |  |
| --- | --- | --- |
| *Tentative Gross Annual Salary including Benefits in NPR (Please, add note on the remarks if needed)* | | |
| Recent Annual Gross Salary | Expected Annual Gross Salary | Remarks |
| Amount in figure NPR.--------------------------  In words:------------------------------------------------- | Amount in figure NPR.--------------------------  In words:------------------------------------------ |  |

1. **PROFESSIONAL ASSOCIATIONS & MEMBERSHIPS**

|  |
| --- |
| *Please, list the national and international professional associations & memberships with the most recent first* |
|  |

1. **REFERENCES**

|  |  |  |
| --- | --- | --- |
| *Please, give the detail of three referees other than the supervisors listed earlier* | | |
| 1. | | |
| Name |  | |
| Name of Organization and Designation |  | |
| Your Relationship |  | |
| Contact Details | Mobile | Email |
|  |  |
| Know Since |  | |
| 2. | | |
| Name |  | |
| Name of Organization and Designation |  | |
| Your Relationship |  | |
| Contact Details | Mobile | Email |
|  |  |
| Know Since |  | |
| 3. | | |
| Name |  | |
| Name of Organization and Designation |  | |
| Your Relationship |  | |
| Contact Details | Mobile | Email |
|  |  |
| Know Since |  | |
|  | | |
| Do you any objection if we make queries with your present employer? ----------(YES) -----------(NO)  If YES, any reason please? -------------- | | |

1. **DECLARATION**

|  |  |
| --- | --- |
| *I hereby declare that the above information is being duly filled by me are correct to the best of my knowledge/skill/experience. I can provide the evidences of the above-mentioned information if required* | |
| FULL NAME AND SIGNATURE |  |
| DATE |  |

Would you please specify the tentative days how early you could join if we select you? --------- (days)

Finally, thank you so much for your valuable time to fill the form.