

**Job Application Form**

|  |  |
| --- | --- |
| Position Applied for:  | Photo |
| 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: |

|  |
| --- |
| **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:  |

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

 [Insert rows for additional information, if necessary]

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

 [Insert rows for additional information, if necessary]

|  |
| --- |
| **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 |  |  |  |

|  |
| --- |
| **\* 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

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

|  |
| --- |
| **Referees** [Professional and Academic (non-relatives)] |
| Name: | Name: | Name: |
| Title: | Title: | Title: |
| 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)