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| **1. Application for the Position of** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **First Name** | | | | | | | | | **Family Name** | | | | | | | **Middle Name** | | | |
|  | | | | | | | | |  | | | | | | |  | | | |
| **Gender** | | | | | | | | **Marital Status** | | | | | | | | | | | |
| **Male** | | **Female** | | **Other** | | | | **Married** | | | | | **Not married** | | | | **Single** | | |
| **Date of Birth / Place of Birth** | | | | | | | | | | | | | | | | | | | |
| **Day** | **Month** | | **Year** | | | **Place of Birth:** | | | | | | | | | | | | | |
|  |  | |  | | | **Email Address:** | | | | | | | | | | | | | |
| **Permanent Address** | | | | | | | | | | | | **Telephone contact No** | | | | | | | |
|  | | | | | | | | | | | | **Residence:**  **Office:**  **Mobile:** | | | | | | | |
| **Current Residence Address (If different from Permanent)** | | | | | | | | | | | | | | | | | | | |
| **4. Languages - List mother tongue first**  **(Tick in the appropriate cell)** | | | | | **Ability to read** | | | | | | **Ability to write** | | | | | **Ability to speak** | | | |
| **Excellent** | | **Good** | | | **Basic** | **Excellent** | | | **Good** | **Basic** | **Excellent** | | **Good** | **Basic** |
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| **5. Academic Qualification Give full details** | | | | | | | | | | | | | | |
| **Qualification** | **Name of School/College / Institution/ University** | | | **Address** | | | **Exact Title of degree Earned** | | | **BoardUniversity** | **Main Course of Study/Area of specialization** | | | **Year completed** |
|  |  | | |  | | |  | | |  |  | | |  |
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| **6. Professional Experience**  **Starting with your present post, list in reverse order every employment you have had.**  **Use separate block for each employment.**  *6.1. Present Posts* | | | | | | | | | | | | | | |
| **Exact Title of Your Current Post** | | | | **Name and Address of Employer** | | | | | | | **Name of Current Supervisor and Post** | | | |
| **From  Month / Year june 2017** | | **To Month / Year** | | | |  | | | | | | | | |
| **Brief Description of Duties**  **Brief Description of Duties** | | | | | | | | | | | | **Any other position held in the current organization** | | |
| *6.2. Previous Posts   : (In Reverse Order- i.e. Most Recent Posts First)* | | | | | | | | | | | | | | |
| **Exact Title of Your Post** | | | | **Name and Address of Employer** | | | | | | | | | **Name of Supervisor and Post** | |
| **From  Month / Year** | | **To Month / Year** | | | | | |  | | | | |  | |
| **Brief Description of Duties** | | | | | | | | | | | | | **Any other position held in the current organization** | |
| *6.2. Previous Posts   : (In Reverse Order- i.e. Most Recent Posts First)* | | | | | | | | | | | | | | |
| **Exact Title of Your Post** | | | | | **Name and Address of Employer** | | | | | | | | **Name of Supervisor and Post** | |
| **From  :  Month / Year** | | | **To: Month / Year** | | | | | |  | | | |  | |
| **Brief Description of Duties** | | | | | | | | | | | | | **Any other position held in the organization** | |

**7. Availability**

7.1 Period of Notice required Available at any time

7.2 Have you already resigned? Yes No

7.3 How you will travel to work

7.4 Do you have your own vehicle? Yes  No

7.5 Expected Salary minimum-       Maximum

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8. Relevant Training Attended** | | | | |
| **SNo.** | **Name of the Training Attended**  **Course Title** | **Conducted by (Agency / Individual)** | **Location** | **Duration and year** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

|  |
| --- |
| **9. Summarize special job-related skills relevant to this particular position or state why you are fit for this position?**  (You may enter up to 300 words ) |

Click here to enter text.

|  |
| --- |
| **10. Why do you want to join Nepal Family Development Foundation ?**  (You may enter up to 200 words) |

Click here to enter text.

|  |  |
| --- | --- |
| **11. Name of Reference List three persons, not related to you, who are familiar with your character, qualification and competence and can be reached for your reference check. Including at least one from a previous supervisor.**  *Reference 1.* | |
| **Name** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |
| **Position** |  |
| **Organization** |  |
| *Reference 2.* | |
| **Name** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |
| **Position** |  |
| **Organization** |  |
| **I certify that the statements made by me in answer to the foregoing question are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made in Nepal Family Development Foundation Application Form or other document requested by the organization render me liable to disqualification, termination or dismissal.**  *Name:* | |

# Equal Opportunities Monitoring Form

NFDF is committed by both policy and practice to provide an equal opportunity to all.

In the interests of monitoring our recruitment procedures we would like to request you to return this form to us.

We will separate this part of the form from the Application.

*Where did you see the advert for this job?*

Advertisement Website of office friends Social media Other

## Tick as appropriate

Male Female

Ethnic group:

Brahmana/Chhetri Dalit Janajati others

*Are you a disabled person? (tick appropriate box below)*

Yes No

*What age group do you belong to?*

Under 25 25-35 35-50 Over 50

Marital Status:

Married unmarried single(widowed) separated

**THANK YOU FOR YOUR HELP**