

Insert Passport Size photo of size 1.5”\*1.24” (Below 1.2Mb)

**FORWARD Nepal’s Standard Job Application Form**

1. **Applied Position:-**
2. **Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Middle** | **Surname** | **Sex** | **Date of Birth (DD,MM,YYYY)** |
|  |  |  |  |  |
| **Permanent Address** | District | Rural/ Municipality | Ward | Tol |
|  |  |  |  |
| **Current Address, if different** | District | Rural/ Municipality | Ward | Tol |
|  |  |  |  |
| **Contact** | Phone | Mobile | Skype | email |
|  |  |  |  |
| **Marital Status** | Single: | Married: | Spouse, if applicable |  |
| **Citizenship** |  | Driving license no. |  | Blood Group: |
| **PAN** |  | Passport number |  |
| **Dependent, If any** | Relation | Date of Birth | Name/Surname |
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1. **Education (Starting from most relevant)**

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| --- | --- | --- | --- |
| Exact Title of Degree | College/ University with city and country | Passed Year and Month | Specialization Area |
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1. **Training Relevant only (Duration, Name, Institution, date)**

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| --- | --- | --- | --- | --- |
| **Exact Title of Training** | **Institution** | **Duration/ Month (Days)** | **Date** | **Theme of the training** |
| **Starting** | **Ending** |
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1. **Experience (Most recent first and relevant only): (Insert similar rows, if needed)**

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| --- | --- | --- | --- | --- | --- |
| **Exact Job title** | **Organization and Address** | **Supervisor name and contact, email** | **Duration (Months)** | **Start****DD,MM,YY** | **End****DD,MM,YY** |
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1. **Working experience (Most recent five in relevant field)**

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| --- | --- | --- | --- |
| **Job title** | **Key responsibility**  | **Organization** | **Total period** |
|  |  |  |  |
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1. **List other jobs and short term consultancy service if any**
* ….. Month, …………. Title, organization and address, starting and end date
1. **Publication and Research** (List relevant publication and research only)
2. **Professional Association and Exposure** (List relevant inter/national workshop, seminar, conference and meeting)
* Your role, **event name** (in bold), organizer/s, venue (city & country), duration, end date
1. **Languages (**Self-assessment: native, fluent, good, workable**)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | Writing | Listening | Speaking | Reading |
|  |  |  |  |  |
|  |  |  |  |  |
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1. **Competency:** Within 600 words, explain in the box below how you meet the criteria of the position; Explain succinctly how your academic background, skills, knowledge experience will suit to the required job.

|  |
| --- |
|  |

1. Indicate your expected salary range:
2. Motorbike driving license Yes or NO
3. **Reference:** Provide three referees detail. Referee 1 must be current or recent supervisor

|  |  |  |
| --- | --- | --- |
| **Referee 1** | Name: | Job title: |
| Organization/Address: | Contact number: |
| Email: | Known since: |
| **Referee 2** | Name: | Job title: |
| Organization/Address: | Contact number: |
| Email: | Known since: |
| **Referee 3** | Name: | Job title: |
| Organization/Address: | Contact number: |
| Email: | Known since: |

1. Declaration

I hereby declare that the above information is being duly filled by me and are correct to best of my knowledge. I can provide evidences of the above information if so required.

Signature Date