SOS CHILDREN’S VILLAGES NEPAL

**EMPLOYMENT APPLICATION FORM**

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| --- | --- |
| **POSITION APPLIED FOR** |  |
| **LOCATION** |  |

|  |
| --- |
| *P.P Size Photo* |

***Please clearly mention the position and program location you are applying for.***

**PERSONAL INFORMATION:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME:** |  | | | | | | |
| **DATE OF BIRTH:** | *DD* | | *MM* | *YY* | **SEX:** | |  |
|  | |  |  |
| **NATIONALITY:** |  | | | | **MARITAL STATUS:** | |  |
| **ADRRESS:** | *TEMPORARY* | | | | | *PERMANENT* | |
|  | | | | |  | |
| **CONTACT NO:** | *MOBILE* | | | | | *LANDLINE* | |
|  | | | | |  | |
| **E-Mail:** |  | | | | | | |
| How did you learn about SOS Children’s Village Nepal? | | | | | | | |
| **Expected Pay Range:** | |  | | | | | |

**EDUCATION AND QUALIFICATION (Please list your recent qualification first):**

|  |  |
| --- | --- |
| INSTITUTION NAMES & ADDRESSES | DEGREE OBTAINED & YEAR OF COMPLETION |
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**TRAININGS AND DEVELOPMENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **INSTITUTIONS NAME and ADDRESSES** | ATTENDED | | TRAINING OBTAINED |
| FROM (MM/YY) | TO(MM/YY) |
|  |  |  |  |
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| Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position. (Please attach a separate sheet if required) | | | |

**WORK EXPERIENCE:**

**Please list your work experience beginning with your most recent job held. If you are self-employed, give firm name.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Employer:**  **Designation:**  **Address:**  **Contact:** | **Name of last supervisor:** | | | | **Employment duration** | | **Salary** |
| *From:*  *To:* | | *Start:*  *Final:* |
| **Your last job title:** | | | | | | |
| **Reasons for leaving (please be specific):** | | | | | | | |
| **List of duties and responsibilities performed, skills used or learned advancements or promotions while you worked at this organization.** | | | | | | | |
| **Name of Employer:**  **Designation:**  **Address:**  **Contact No.:** | **Name of last supervisor:** | | | | **Employment duration** | | **Salary** |
| *From:*  *To:* | | *Start:*  *Final:* |
| **Your last job title:** | | | | | | |
| **Reason for leaving (please be specific):** | | | | | | | |
| **List of duties and responsibilities performed, skills used or learned advancements or promotions while you worked at this organization.** | | | | | | | |
| **Name of Employer:**  **Designation:**  **Address:**  **Contact No.:** | | | **Name of last supervisor:** | **Employment duration** | | **Salary** | |
| *From:*  *To:* | | *Start:*  *Final:* | |
| **Your last job title:** | | | | |
| **Reason for leaving (please be specific):** | | | | | | | |
| **List of duties and responsibilities performed, skills used or learned advancements or promotions while you worked at this organization.** | | | | | | | |
| **Please list two references. Unless you specify otherwise, referees will be contacted if you are short-listed.** | | | | | | | |
| *Name:*  *Position:*  *Organization:*  *Address:*  *Contact No.:* | | *Name:*  *Position:*  *Organization:*  *Address:*  *Contact No.:* | | | | | |

**STATEMENT TO BE SIGNED BY THE APPLICANT**

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signature: Date:

If your return this form by email, you will be asked to sign your application at interview.