

**EMPLOYMENT APPLICATION FORM**

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

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

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

**PERSONAL INFORMATION:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME:** |  | | | | | | | | |
| **DATE OF BIRTH:** | *DD* | | *MM* | *YY* | **SEX:** | | | | Male |
|  | |  |  |
| **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** (Gross)**:**  ***(Please clearly mention your expected salary in Nepalese rupees)*** | |  | | | | **Notice period:** | |  | |

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

|  |  |
| --- | --- |
| **INSTITUTION NAMES AND ADDRESSES** | **DEGREE OBTAINED AND YEAR OF COMPLETION** |
|  |  |
|  |  |
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|  |  |

**TRAININGS AND DEVELOPMENT:**

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| --- | --- | --- | --- |
| **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.**

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| **Name of Employer:**  **Designation:**  **Address:**  **Contact:** | **Name of last supervisor:** | | | | **Employment duration** | | **Salary** |
|  | |  |
| **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 organisation.** | | | | | | | |
| **Name of Employer:**  **Designation:**  **Address:**  **Contact No.:** | **Name of last supervisor:** | | | | **Employment duration** | | **Salary** |
|  | |  |
| **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 organisation.** | | | | | | | |
| **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 organisation.** | | | | | | | |
| **Please list two references. Unless you specify otherwise, referees will be contacted if you are short-listed.** | | | | | | | |
|  | |  | | | | | |
| **Self-disclosure questions:** | | | | | | | |
| 1. **Have you ever been arrested, indicted or summoned in court as a defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?** | | | | | | | |
| No | | Yes: *If yes, please provide details:* | | | | | |
| **2.       Have you ever been subject to disciplinary proceedings or measures?** | | | | | | | |
| No | | Yes: *If yes, please provide details:* | | | | | |
| 1. **Have you ever been the subject of an investigation into allegations of misconduct?** | | | | | | | |
| No | | Yes: *If yes, please provide details:* | | | | | |
| **4. Our process includes asking referees whether there are any child protection or working with**  **vulnerable groups, other staff or assets concerns in your regard. Do you foresee any problem arising from this process?** | | | | | | | |
| No | | Yes: *If yes, please provide details:* | | | | | |
| **5. Have you, or your relatives, have been working for SOS Children’s Villages for the last 2 years?** | | | | | | | |
| No | | Yes: *If yes, please provide details:* | | | | | |
| 1. **How many years of experience in working with children do you have?** | | | | | | | |
| 1. **Please briefly describe your experience in defending children’s rights.** | | | | | | | |
| 1. **Please briefly describe your experience in Safeguarding and/or Child Protection.** | | | | | | | |
| 1. **Please briefly describe 1-2 personal qualities that would make you a good child friendly Ombuds.** | | | | | | | |

**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:**