SOS CHILDREN’S VILLAGES NEPAL

**EMPLOYMENT APPLICATION FORM**

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

**TRAININGS AND DEVELOPMENT:**

|  |  |  |
| --- | --- | --- |
| **INSTITUTIONS NAME and ADDRESSES** | ATTENDED | TRAINING OBTAINED |
| FROM (MM/YY) | TO(MM/YY) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 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.