

Annex-2.2 Job Application Form



Community Self Reliance Centre (CSRC)
Tokha-10, Dhapasi, Kathmandu, Nepal

JOB APPLICATION FORM

INSTRUCTIONS: All the provided information should be complete and clear. If you need more space, attach additional pages of same size.

Position applied for:

1.PERSONAL INFORMATION:

Name (Last name)	
(First name)	
Date of birth (dd/mm/yy):	
Gender:	
Permanent Address:	
Temporary Address:	
Email address:	
Contact number (Home/mobile)	

2. Languages: (mother tongue 1st) *(List as fair, good, or excellent.)*

Language	Read	Write	Speak	Understand

3. ACADEMIC QUALIFICATIONS: *(Most recent 1st)*

University/College/School	Address	Degree/Qualification	Area of specialization	Year completed

4.AWARD RECEIVED/PUBLICATIONS/TRAININGS (If Any)Maximum 3 :

S.N.	Awards Obtained	Conducted By/Published In	Location	Duration and Year
Publications				
Trainings Attended <i>(Only job related)</i>				

5. Professional Experiences

Please describe your professional experiences to date starting with your most recent employment first and work in reverse order.

a. Current Employment:

Name of Employer:

Your Present Job Title:

Employment Period:

Reason for Leaving:

Brief Outline of Your Current Responsibilities and Key Achievements:

b. Previous Employment:

Name of Employer:

Your Job Title:

Employment Period:

Reason for Leaving:

Brief Outline of Your Current Responsibilities and Key Achievements:

You may add more boxes if required

6. Reference

Please list three referees and one of them must be your most recent employer

Name:

Job Title/Organization:

Your Relation with the Referee:

Telephone:

Email:

Name:

Job Title/Organization:

Your Relation with the Referee:

Telephone:

Email:

Declaration

I certify that the statements made above are true, complete and correct to the best of my knowledge and belief.

Signature:

Name:

Application Cover Letter:

