



## Application Form for Employment

*Only CV/resume without this form will be disqualified*

All candidates for employment by Heifer International will be considered without regard to race, age, religion, disability, or gender.

**Date** Click or tap to enter a date.

**Position applied for:**

**Referral Source:**

☐ Advertisement (Paper-based)

☐ Online Job Portal

☐ Others

If so, which source?

### Personal Data

**First Name:**

**Maiden Name (If any):**

**Last/Surname:**

**Date of Birth:**

**Place of Birth (City, Country):**

### Optional Information

**Sex:**

☐ Male

☐ Female

**Marital Status:**

☐ Single

☐ Married

☐ Divorced/Separated

**Permanent Address:**

**Correspondence Address (if different):**

**Contact Number:**

**Phone Number:**

**Mobile Number:**

**Email Address:**



Are you currently employed?

☐ Yes    ☐ No

May we contact you at your current job to arrange an interview?

☐ Yes    ☐ No

May we contact your present employer for a reference?

☐ Yes    ☐ No

Have you ever been employed with us?

☐ Yes    ☐ No

Are you prevented from lawfully becoming employed in this country?

☐ Yes    ☐ No

(Conviction will not necessarily disqualify you)

## Educational Background

[illegible]



## Professional Experience

List all prior work experience, *Starting with the most recent, list IN REVERSE ORDER. Please describe any previous experience* (Include all work experience even if you do not believe that experience to be related to the position or positions for which you are applying.) You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties. If you do not have enough space to list all your work experience, use a separate sheet for continuation. Even if you include a resume, you must still complete the entire application.

### 1. Name of Employer:

Complete Mailing Address:

Business Phone Number:

+977-

Your Job Title:

Supervisor's Name:

Employment Dates: From (MM/YYYY)

To (MM/YYYY)

Average hours

Worked per week

Lowest

Salary (per month): Rs

Highest

Brief Description of Your job duties (be specific):

Reason for leaving:

### 2. Name of Employer:



Complete Mailing Address:

Business Phone Number:

+977-

Your Job Title:

Supervisor's Name:

Employment Dates: From (MM/YYYY)

To (MM/YYYY)

Average hours

Worked per week

Lowest

Salary (per month): Rs

Highest

Brief Description of Your job duties (be specific):

Reason for leaving:

***Please feel free to add more columns if you have more experience to be stated.***



## Other Skills

**Languages** (*Please indicate level of proficiency: Beginner, Intermediate, Advanced:*)

| Language | Proficiency |
|----------|-------------|
|          |             |
|          |             |
|          |             |
|          |             |
|          |             |
|          |             |

List any other skills relative to the job(s) for which you are applying:

|  |
|--|
|  |
|  |
|  |
|  |
|  |



## References

Please list three (3) references not related to you, who have knowledge of your work qualifications and can serve as a reference for you.

|                                                 |                      |
|-------------------------------------------------|----------------------|
| Name/Title of Reference:                        | Name of Reference:   |
| <input type="text"/>                            | <input type="text"/> |
| Relationship with reference (current employer): |                      |
| <input type="text"/>                            |                      |
| Contact Address:                                | Contact Address:     |
| <input type="text"/>                            | <input type="text"/> |
| Phone Number:                                   | Phone Number:        |
| <input type="text"/>                            | <input type="text"/> |
| Email Address:                                  | Email Address:       |
| <input type="text"/>                            | <input type="text"/> |

|                                                 |                      |
|-------------------------------------------------|----------------------|
| Name/Title of Reference:                        | Name of Reference:   |
| <input type="text"/>                            | <input type="text"/> |
| Relationship with reference (current employer): |                      |
| <input type="text"/>                            |                      |
| Contact Address:                                | Contact Address:     |
| <input type="text"/>                            | <input type="text"/> |
| Phone Number:                                   | Phone Number:        |
| <input type="text"/>                            | <input type="text"/> |
| Email Address:                                  | Email Address:       |
| <input type="text"/>                            | <input type="text"/> |

|                                                 |                      |
|-------------------------------------------------|----------------------|
| Name/Title of Reference:                        | Name of Reference:   |
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| Relationship with reference (current employer): |                      |
| <input type="text"/>                            |                      |
| Contact Address:                                | Contact Address:     |
| <input type="text"/>                            | <input type="text"/> |
| Phone Number:                                   | Phone Number:        |
| <input type="text"/>                            | <input type="text"/> |



Email Address:

Email Address:

### Applicant's Consent

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that Heifer International will make a thorough review of my entire work history, verify all data given in my application, related papers or oral interviews as well as conduct a criminal background check. I authorize such investigation and the giving and receiving of any information requested by Heifer International. I release from liability any person giving or receiving such information.

I have read and understand the above.

Name:

Date:

Heifer International considers applicants for all positions without regard to race, age, religion, color, creed, sex, or disability.

Send the application to Heifer  
International Nepal by post at  
**GPO Box 6043, Kathmandu,**  
Nepal, or email to  
[hr.nepal@heifer.org](mailto:hr.nepal@heifer.org)