



NGO Federation of Nepal

Job Application Form

Send your completed application along with a cover letter to NGO Federation of Nepal at vacancy@ngofederation.org by 4 February 2026.

Position applying for:		Date:	
Surname:		First Name(s):	

Do you consider yourself to have a disability? Yes / No

Gender			
Full Address:			
Contact Number	Mobile:		WhatsApp
Email:			

Describe how your skills and experiences make you the best candidate for this post (Refer to the Terms of Reference.) (1000 words maximum)

1. Education/Professional Qualifications

S N	Qualifications (Subjects Studied)	University/ Institution	Date	
			From	To
1				

2				
3				
4				
5				
6				

2. Training/Courses Attended

S N	Name of the Course	Qualifications gained (if any)	Date	
			From	To
1				
2				
3				
4				
5				
6				

3. Employment (*Starting with the most recent, describe your professional history.*)

Name of the Employer:				
Address of the Employer:				
Dates of Employment	From:		To:	
Your Job Title:				
Summary of the Roles and Achievements:				
Current/Most Recent Salary (in NPR)				
Reason for Leaving:				
Notice Time Required to Leave the Current Job:				

Name of the Employer:				
Address of the Employer:				
Dates of Employment	From:		To:	

Your Job Title:			
Summary of the Roles and Achievements:			
Reason for Leaving:			

Name of the Employer:			
Address of the Employer:			
Dates of Employment	From:		To:
Your Job Title:			
Summary of the Roles and Achievements:			
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Name of the Employer:			
Address of the Employer:			
Dates of Employment	From:		To:
Your Job Title:			
Summary of the Roles and Achievements:			
Reason for Leaving:			

Name of the Employer:			
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Address of the Employer:				
Dates of Employment	From:		To:	
Your Job Title:				
Summary of the Roles and Achievements:				
Reason for Leaving:				

Feel free to add more tables if you have more experience to be stated.

4. **Languages** (Degree of proficiency: Native speaker/bilingual; full working proficiency; working proficiency; limited working proficiency; elementary proficiency)

Language	Understand	Read	Write	Speak

IT skills (Indicate Level of expertise in programme(s) or specific system(s))

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5. **Referees (One should be your current or most recent employer)**

Give details of two referees who may be approached for references. The first should be your current or most recent employer.

Name:		Name:	
Address:		Address:	
Day Time Contact Number		Day Time Contact Number	
Email:		Email:	
Job Title:		Job Title:	
Relationship to you:		Relationship to you:	

6. **Other Information**

Tell us more about yourself, if any, including your participation in social activities, affiliation with organisations and associations. Do not repeat information already mentioned and do not exceed 200 words.

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If selected, when can you start? State your earliest start date clearly.

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I confirm that the information provided on this application form is true and correct.

Signature:		Date:	
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