



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](mailto: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.)*

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

<b>Name of the Employer:</b>				
<b>Address of the Employer:</b>				
<b>Dates of Employment</b>	<b>From:</b>		<b>To:</b>	

<b>Your Job Title:</b>	
<b>Summary of the Roles and Achievements:</b>	
<b>Reason for Leaving:</b>	

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

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

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

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

*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.			
<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Day Time Contact Number</b>		<b>Day Time Contact Number</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Job Title:</b>		<b>Job Title:</b>	
<b>Relationship to you:</b>		<b>Relationship to you:</b>	

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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