



Voluntary Affirmative Action Information

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

Date: _____

Position applied for: _____

Referral Source: _____

☐ Advertisement

☐ Employee

☐ School

If so, which publication? _____ If so, which employee? _____ If so, which school? _____

☐ Relative ☐ Walk-in ☐ Employment Agency ☐ Volunteer ☐ Internet ☐ Other

☐ Male ☐ Female

Date of Birth: _____



Application for Employment

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

Send application to, Heifer Project Nepal By
post at **GPO Box 6043, Kathmandu, Nepal**

Position Applied For : _____ Date of Application : _____

Name (Last) _____ (First) _____ (MI) _____

Address _____ City _____

District _____ Province _____ Country : ____

Home Phone: _____
(include area code)

Work Phone: _____
(include area code)

E-mail address: _____

Mobile Phone: _____
(include area code)

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 filled out an application with us before? ☐ Yes ☐ No

If yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If yes, give date _____

Are you prevented from lawfully becoming employed in this country? ☐ Yes ☐ No

On what date would you be available for work? _____

Are you seeking: (Check all that apply) ☐ Full Time ☐ Part Time ☐ Temporary

Are you currently on "lay-off" status? ☐ Yes ☐ No Can you travel if the



job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No
(Conviction will not necessarily disqualify you)



Educational Background

School and Location	Year of Graduation	Degree Obtained

Employment and Volunteer Information

List all prior work experience, including beginning with your most recent employment. (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. Current or most recent employer:		Employment dates: From _____ Month Year
Business phone number:		To _____ Month Year
Complete mailing address City : _____ Province District :		full time /part time _____ Salary: (per month) Rs. _____ Lowest Highest
Supervisor's Name:		
Your job title:		
Your job duties (be specific) :		
Reason for leaving:		
2. Current or most recent employer:		Employment dates: From _____ Month Year
Business phone number:		To _____ Month Year
		Average hours worked per week



Complete mailing address City : Zone : District :	Salary: (per month)
Supervisor's Name:	



Name under which employed	Rs. _____ Rs. _____ Lowest Highest
Your job title	
Your job duties (be specific):	
Reason for leaving : Better opportunity.	
3. Current or most recent employer:	Employment dates:
Business phone number :	From _____ Month Year
Complete mailing address	To _____ Month Year
City District	Average hours worked per week _____
Zone	Salary: (per month) Rs. _____ Lowest Highest
Supervisor's Name :	
Name under which employed :	
Your job title	
Your job duties (be specific):	
Reason for leaving:	
4. Current or most recent employer:	Employment dates:
Business phone number	From _____ Month Year
Complete mailing address	To _____ Month Year
City District	Average hours worked per week _____
Zone	Salary: (per month) Rs. _____ Lowest Highest
Supervisor's Name:	
Name under which employed:	
Your job title:	
Your job duties (be specific):	
Reason for leaving:	

References

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

Name	Address	Telephone
1.		
2.		



3.

Special Skills



Please indicate any foreign language skills: Please indicate Beginner, Intermediate, Advanced:

Language	Read	Write	Fluency / Speak

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



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 Project Nepal 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 Project Nepal. I release from liability any person giving or receiving such information.

I understand that falsification of data given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

I further understand that this is an application for employment and that no employment contract is being created.

I have read and understand the above.

Name_____ Date_____