Job Application Form

Job reference #	RT-012/2026	Photo
Position applied for	Community Counselors	
Application submission date		
Total Years of Professional Experience:		
Years of professional experience relevant for this position:		
Expected gross salary [NPR]		

Personal Information				
Full Name:				
Father's Name:				
Mother's Name:				
Grand Father's Name:				
Spouse Name				
Sex:		Cast / Ethnicity:		
Date of Birth:		Marital Status:		
Disability:		Citizenship No.:		
NID No:		PAN No:		
Present Address:				
Permanent Address:	Province		District	
	Palika		Ward	
Contact No	Work	Home	Cell	
Email ID				
Facebook ID [If applicable]		Instagram ID [If applicable]		
X ID [If applicable]		Tiktok ID [If applicable]		

Educational Background

Put the most recent degree first and then each degree in reverse chronological order (highest to lowest)

Name of Degree	Major	Year	Name of Institute	Result

[Insert rows for additional information, if necessary]

Professional Training/Workshop/Seminar [Only related to the applied position]			
Name of Training/Workshop/Seminar	Institution	Duration/Period	Nature of event

[Insert rows for additional information, if necessary]

Employment History Put most recent experience first and then each job in reverse chronological order (last to the first)		
01	Organisation name and address:	

	Position:	
	Duration of job:	
	Key responsibilities:	
	Name and contact details of your team leader in this job:	
	Reason for leaving:	
02	Organisation name and address:	
	Position:	
	Duration of job:	
	Key responsibilities:	
	Name and contact details of your team leader in this job:	
	Reason for leaving:	
03	Organisation name and address:	
	Position:	
	Duration of job:	
	Key responsibilities:	
	Name and contact details of your team leader in this job:	
	Reason for leaving:	

[Insert rows for additional information, if necessary]

Computer Proficiency (Please use tick √ mark to share expertise in these software & tools.)				
	Professional	Average	Beginner	N/A
Microsoft Word				
Microsoft Excel				
Microsoft PowerPoint				
Microsoft Access				
Microsoft Outlook				
Internet Applications				
Other (If Any)				

Language Proficiency [The request is for the user to indicate their proficiency in three criteria: Excellent, Good, and Average, in each column.]			
	Reading	Writing	Speaking
Nepali			
English			
Bajjika			
Maithali			
Bhojpuri			

Availability of Assets	
Have you a personal Laptop	

Have you a personal motorcycle		If Yes, Motorcycle Reg No	
Have you driving license		If yes, Category of license	
Have you asses of internet facility			

Describe below how you fit into this position (max 150 words, please refer specifically to the terms of reference)

Referees [Professional and Academic (non-relatives)]				
01	Name		Designation	
	Organisation		Email Id	
	Mailing Address		Contact No	
02	Name		Designation	
	Organisation		Email Id	
	Mailing Address		Contact No	

Signature		Date	

Declaration & Self-Disclosure Form

As part of Campaign Nepal's commitment to safeguarding, integrity, and accountability, all applicants are required to complete this form truthfully and accurately.

SN	Declaration	Yes/No
1	**Criminal Convictions:** Have you ever been convicted of a criminal offence by any court of law?	
	If yes, please provide details (including nature of offence, date, and outcome):	
2	**Misconduct Related to Fraud, Corruption, or Safeguarding:** Have you ever been found guilty of, or dismissed from employment for, offences related to fraud, corruption, sexual exploitation and abuse, or safeguarding violations involving children or young people?	
	If yes, please provide details:	
3	**Commitment to Integrity and Safeguarding:** Do you commit to Prohibiting and combating fraud and corruption, preventing sexual exploitation, abuse, and harassment and adhering to safeguarding standards for the protection of children and vulnerable adults?	
4	**Commitment to Child Protection:** Do you confirm your commitment to upholding and promoting the rights, protection, and safeguarding of children and young people, in line with Campaign Nepal's policies?	

5	**Conflict of Interest:** Do you have any personal, professional, familial, financial, or other relationships with Campaign Nepal staff, board members, or affiliates that may represent a potential conflict of interest?	
	If yes, please provide details:	

Applicant's Declaration

I, the undersigned, declare that the information provided in this form is **true, accurate, and complete** to the best of my knowledge. I understand that:

- Any misrepresentation or omission may result in disqualification from the recruitment process or termination of employment.
- Campaign Nepal reserves the right to verify the information provided, including conducting **background and reference checks**.
- Providing false or misleading information may lead to legal consequences in accordance with applicable laws and organizational policies.

Consent for Data Processing & Reference Checks

I consent to Campaign Nepal processing my personal data for the purposes of recruitment, selection, safeguarding, and background verification, in line with applicable data protection standards. I also authorize Campaign Nepal to contact my referees and relevant authorities to verify my employment history, professional conduct, and safeguarding record. I understand that my referees will only be contacted with my explicit consent.

By signing this declaration, I confirm my commitment to uphold **Campaign Nepal's core values, safeguarding standards, and ethical code of conduct**.

Full Name of Applicant:			
Signature:		**Date:**	