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| **The Story Kitchen****Siddhivinayak Marga, Sanepa Heights****Lalitpur Metropolitan City, Ward No. 2** |
| **Personal Details of the Candidate (Code: *To be filled by TSK)*** |
| 1. **Name:**
 |
| 2. **Date of birth: (DD/MM/YYYY)** | **3. Place of birth:** | **4. Nationality:** |
| **5. Gender: *(Please select)***MaleFemaleOther | **6. Marital Status: *(Please select)***Single MarriedDivorced Other |
| **7. Permanent Address:**  | **8. Present Address** (if different from your permanent address) |
| **9. Primary Mobile Number:** | **10. Alternate Mobile Number**: |
| **11. Email Address**: |
| ***12. Language Fluency: (Please select: Basic, Proficient, Native)*** |
| Nepali | Read | Write | Speak | Understand |
|  |  |  |  |  |
| English | Read | Write | Speak | Understand |
|  |  |  |  |  |
| Others (Specify) | Read | Write | Speak | Understand |
|  |  proficient |  proficient |  proficient |  Proficient |
| **13. Typing Skills: (*Please select: Basic, Proficient, Advance)*** |
| **Nepali Typing:**  |
| **English Typing:**  |
| **14. Academic Qualifications/Credentials: (*Please insert rows as required)*** |
| **Name of Degree*****(in chronological order i.e. latest first*)** | **Unviersity/College/Campus** | **Year of Completion/Ongoing** | **Place** | **Percentage/CGPA/ Division** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| **15. List any other training/courses completed (*Please insert rows as required)*** |
|  |
|  |
| **16. Employment Record**: |
| 1. **Present Designation**
 | **From** | **To** | **Name of Employer** | **Address of Employer** |
|  |  |  |  |  |
| 1. **Major Job Responsibilities and achievements (*Please list maximum each 5 responsibilities and achievements)***

***Job Responsibilities:******Achievements:***  |
| 1. **Reason for leaving**:
 |
| 16. **Employment Record: (*Please insert rows as required)*** |
| 1. Previous Designation
 | From | To | Name of Employer | Address of Employer |
|  |  |  |  |  |
| 1. Major Job Responsibilities and achievements (*Please list maximum each 5 responsibilities and achievements)*

***Job Responsibilities:******Achievements:***  |
| 1. Reason for leaving:
 |
| 17. **Professional References:**  |
| 1. Name
 | Organization | Contact no | Email | Relationship with the referee |
|  |  |  |  |  |
| 1. Name
 | Organization | Contact no | Email | Relationship with the referee |
|  |  |  |  |  |
| 18. Do you have any objections if TSK contacts your professional referees? (Yes/No) |
| 19. Have you ever been convicted, fined or imprisoned for the violation of any law? (Yes/No) |
| 20. Have you ever had disciplinary measures imposed on you, including dismissal or separation from service on the grounds of misconduct? (Yes/No) |
| 21. Mandatory requirement- Two Wheeler License Holder- (Yes/No) |
| 22. The position requires frequent travel to banks, private & government offices for official purposes. Do you have any objection? (Yes/No |
| 23. Expected Basic Monthly Salary (NPR):  |
| 24. If selected, 2 years’commitment is required. Are willing/not willing to commit? |
| 25. Possible date of joining: |
| 26. I certify that the information I have provided in the present document is true, complete and correct to the best of my knowledge.Date: Signature:  |