|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)***  Male  Female  Other | | | **6. Marital Status: *(Please select)***  Single  Married  Divorced  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** |
|  |  | | |  |  | |  |
|  |  | | |  |  | |  |
|  |  | | |  |  | |  |
|  |  | | |  |  | |  |
| **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: | | | | | | | |