



Application Form for Employment

Only CV/resume without this form will be disqualified

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

Date:

Position applied for:

Referral Source:

☐ Advertisement (Paper based)

☐ online job portal

☐ Others

If so, which Source?

Personal Data

First Name(s) :	Last Name/Surname:
Maiden name (if any):	
Date of Birth:	Place of Birth (City, Country):
Optional :	
Sex ☐ Female ☐ Male ☐ Other	
Marital status ☐ Single ☐ Married ☐ Divorced/ Separated	
Permanent Address:	Correspondence Address (if different) :
Phone Number: 977-01-4373294	
Mobile Number:	
Email Address	



NEPAL
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 been employed with us before? ☐ Yes ☐ No If yes, give date

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

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

Educational Background

Year of Graduation	Name/Address of Institution	Details of Course	Degree Obtained

Professional Experience

List all prior work experience, *Starting with the most recent, list IN REVERSE ORDER. Please describe any previous experience* (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. Name of Employer:	Employment dates: From _____ Month Year
Business phone number:	
Complete mailing address :	To _____ Month Year
Supervisor's Name:	Average hours worked <u>per week</u> Salary: (per



Your job title:	month) Rs. Lowest Highest
Brief Description of Your job duties (be specific) :	
Reason for leaving:	
2. Name of Employer:	Employment dates: From Year Month To Year Month Average hours worked per week _____ Salary: (per month) _____
Business phone number:	
Complete mailing address	
Supervisor's Name:	
Your job title:	
Brief Description of Your job duties (be specific) :	
Reason for leaving:	
3. Name of Employer:	
Business phone number:	Employment dates: From Year Month To Year Month Average hours worked per week _____ Salary: (per month) Rs. _____ Lowest Highest
Complete mailing address :	
Supervisor's Name:	
Your job title:	
Brief Description of Your job duties (be specific) :	
Reason for leaving:	
4. Name of Employer:	
Business phone number:	Employment dates: From Year Month To Year Month Average hours
Complete mailing address	



Supervisor's Name:	worked per week _____ Salary: (per month)
Your job title:	
Brief Description of Your job duties (be specific) :	
Reason for leaving:	

Please feel free to add more columns if you have more experience to be stated.

Other Skills

Languages (Please indicate level of proficiency: Beginner, Intermediate, Advanced:)

Language	Proficiency

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

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/Title of Reference:	Name of Reference:
Relationship with the reference (current employer):	
Contact Address:	Contact Address:



Phone Number:	Phone Number:
Email Address:	Email Address:
Name/Title of Reference:	Name of Reference:
Contact Address:	Contact Address:
Phone Number:	Phone Number:
Email Address:	Email Address:

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 International 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 International. I release from liability any person giving or receiving such information. I have read and understand the above.	
Name	Date

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

Send application to
hr.nepal@heifer.org