



PeaceWin
शान्तिदीप

Vacancy Application Form

PeaceWin Nepal encourages all incumbents to read announcement of vacancy carefully before completing this application form. All information collected on this application form is held in the strictest confidence under the discretion of PeaceWin Nepal. Short-listing will be carried out solely on the basis of information provided on this application form. Incomplete CVs and forms will not be considered.

Please complete and return this application form to PeaceWin Nepal through said e-mail or, as hard copy (if any address in calls) to given address.

1. Application for Employment

Position applied for	
Position based in (Location)	
Project for	
Advertisement published date and No:	

2. Personal Information

Full Name:			
Sex:		Marital Status:	
Date of Birth:			
Nationality:		Citizenship No.:	
Cast and ethnicity		Driving License, No:	
Passport No:		PAN No:	
Blood Group		Contact Number(s):	Landline No
Permanent Address:			Mobile No.:
Present Address (if different from permanent address):			Email Address:

3. Family Information

Name of Father	
Name of Mother	



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Name of Spouse (if married)	
Number of children	No of Son:
	No of Daughter:

4. Emergency Contract Details (In case of emergency)

Name	Contact Number	Relationship to you

5. Academic Qualifications

Level	Subject/Faculty	University/Institution	Study Duration	Results (%) and division

6. Experiences

6.1 Current post			
Employer (Name of organization/agency)	Date of employment	From	To
	Position Title (as specified in your letter of contract/agreement)		
Address of Employer (Geography, Telephone, E-mail)			
Major job responsibilities in the position			
•			
6.2 Previous posts			
Employer – 1 (Name of organization/agency)	Date of employment	From	To
	Position Title (as specified in your letter of contract/agreement)		
Address of Employer (Geography, Telephone, E-mail)			
Major job responsibilities in the position			
•			



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Employer – 2 (Name of organization/agency)	Date of employment	From	To
Address of Employer (Geography, Telephone, E-mail)			
Major job responsibilities in the position			
•			
Employer – 3 (Name of organization/agency)	Date of employment	From	To
Address of Employer (Geography, Telephone, E-mail)			
Major job responsibilities in the position			
•			

(If needs, you can add more Employers)

7. Training obtained relevant to calls

Title of Training	Training Venue	Organizer	Duration (attended from/to)	Major Theme

8. Other training

Title of Training	Training Venue	Organizer	Duration (attended from/to)	Major Theme

9. Language Proficiency

Language	Level of spoken competency			Level of written competency		
	Basic	Intermediate	Advance	Basic	Intermediate	Advanced



10. Computer Skills

Please describe your level of computer literacy, stating applications in which you are competent.

11. Others

Please mention your expected monthly gross salary (NPR.) and other benefits for this position:

•

Please state how soon will you be able to join PeaceWin Nepal in case a contract is awarded to you?

•

Please note below any constraints or limitations we should be aware of regarding your interest in working with PeaceWin Nepal:

•

What are your Hobbies and Interests?

•

12. Motivation with evidence (Using no more than 200 words, please write a brief for the following questions with specific examples to support your statement)

a) What motivated you to apply for this position? *(Please provide evidence of your ability to perform in each of the key duties outlined in vacancy announcement and ensure that you provide specific examples that outline how your skills, knowledge and experiences meet these requirements).*

b) Do you have any previous information about PeaceWin Nepal?

13. References (Not more than 3)

Name	Title	Organization	Nature of Professional Relation	Address (contact number and e-mail)

14. Applicant's consent

I certify that all the information provided in this application for employment form is true and complete to the best of my knowledge. Hence, I hereby authorize PeaceWin Nepal or its representatives to investigate the accuracy of my statements and the information provided in this form. It is understood that false or misleading information in this form and from any cross verifying will disqualify me for any opportunities regarding this employment calls or any other job in PeaceWin Nepal.

I hereby acknowledge that I have reviewed, understood the above statement and PeaceWin Nepal or



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its representatives will process that I am aware of the fact that my personal information provided in this form.

Applicant's Signature:

Date:

15. Applicant's Photograph