

Advocacy Forum



Job Application Form

Applications can be submitted in four ways:

- Submit the form at Advocacy Forum Central Office Kathmandu (Monday – Friday 10:00 AM - 04:00 PM)
- Submit the form at Advocacy Forum via post at 21798
- Fill in the application in word and email it to info@advocacyforum.org
- Fill in the Online Internship Form below (**Highly recommended**):

1. **Position Applied For:**

2. **Date of Application:**

3. **Full legal Name:**

Last Name

First

Middle

4. **Home Phone:**

()

Mobile

()

5. Address:

District	VDC	

6. E-mail Address:

7. Academic Achievements

Name and Location of Educational Institution:	Degree Received	Major / Specialty	Dates Attended

8. If you plan to complete an educational program in the future, then indicate the degree or program to be completed?

Completion Date: _____

9. Work Experience: Start with the most recent work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

Job Title _____
Employer Name _____
Employer Address _____
_____ Phone _____

Job Duties:

Supervisor / Manager _____
Title _____
Final Salary _____
Dates (Month/ Year) _____ To _____

Reason for leaving :

Job Title _____
Employer Name _____
Employer Address _____
_____ Phone _____

Job Duties:

Supervisor / Manager _____
Title _____
Final Salary _____
Dates (Month/ Year) _____ To _____

Reason for leaving

10. Expected Salary: _____ to _____

11. References:

List the full name, address, phone number and relationships of up to three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Relationship

11. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

12. **Prior Convictions:**

Have you ever been convicted of any violation of Nepali law?: ☐ Yes ☐ No

If yes, then please provide the following:

Describe the Offense :

Statute / Ordinance (if known): Date of Charge: ; Date of Conviction

Place of Conviction:

13. **Work Start Date:** If selected, when will you be available to start work?

Mont Day Year

____h ____

14. **Job Application Certification:**

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification this information may result in my forfeiture of employment. I willfully consent to participate in written test and interview to be conducted by Advocacy Forum.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references and educational institutions listed on this application

Dated

Applicant's Signature
