

# Application Format

## CURRICULUM VITAE

Vacancy No: .....

1. Proposed Position: .....

2. Full name of Applicant: .....

3. Gender: .....

4. Citizenship no: ..... Issuing District: .....

5. Ethnic Group: Dalit/Janjati/Others .....

6. Date of Birth .....

7. Contact Address: ....., Ward No....., District: .....

Mobile no..... Email Address .....

Permanent Address: ....., Ward No....., District: .....

(Please submit migration certificate in case of permanent address is different than district of citizenship)

8. Education: Please mention description of formal education in the following Table. Copies of certificates are mandatory to attach with the CV.

Name of Institution	Period of Education		Level of Education
	From	To	

9. Training: Please mention description of the training received in following Table. Copies of certificates are mandatory to attach with the CV.

Training Provided by an organization	Duration/Date	Subject of Training

10. Training: Please mention description of delivered training in following Table. Copies of certificates are mandatory to attach with the CV.

Photograph  
(Mandatory)

Training done by an organization	Duration/Date	Subject of Training

11.Experience of working at local level: Please describe working experience at local level

Name of Local Government /ward	District	Working Year

12.Language Skill: Mention your language competency (Good/Average/Poor)

Language	Speaking	Reading	Writing
Nepali			
English			
Other ..... Specify			
Other ..... Specify			

13. Work Experience: Starting from the latest experience, please mention your work experience in the following format.

Date		Employer	Position	Duty Station	Description of Duties in Brief
From	To				
Copy of certificates of each experience is mandatory to submit.					

**Please mention your key experience and qualification and justify yourself that you are appropriate for applied position not more than in separate one page.**

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: .

[Signature of applicant]          Day/Month/Year

Note:

The following documents are to be submitted (mandatory)

Copy of citizenship certificate

Copy of certificates of educational qualification including copy of equivalency certificate if applicable

Copy of training certificates of more than 3-day duration (Max'm 4 training courses)

Copy of working experience certificates.

Copy of Disability Identity Card if applicable

Copy of Ethnicity proof certificates in case of common surnames of different ethnicities