*World Vision International Nepal (WVIN), an international Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice, is looking for potential Nepalese candidates to serve needy people of Nepal. WVIN is an equal opportunity employer that provides equal employment and advancement opportunities to all individuals and does not discriminate on the basis of caste, , national origin, , gender, marital status, disability, , religion, or any other characteristics protected by law.*

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| **Note:**  Please note all fields in the form are mandatory and needs to be filled correctly. WVIN encourages all incumbents to read Job Description carefully before completing this application form. All information collected on this application form is held in the strictest confidence under the discretion of WVIN. Short-listing will be carried out solely on the basis of information provided on this application form. CVs and incomplete forms will not be considered.  Please complete and return this application form to Management Support Department, WVIN, PO Box:14442, Kathmandu, Nepal or email to [NPL-Vacancy@wvi.org](mailto:NPL-Vacancy@wvi.org) |

**Application for Employment**

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Position based in (Location)** |  |
| **Where did you learn about this vacancy** | Newspaper      WVIN Website      Friend      Other(please specify) |
| **Have you ever been employed by WVIN?**  **If Yes,** | Yes:       No:  Location:            Position:                Year: |
| **Have you ever made an application to WVIN?** | Yes:       No: |
| **If Yes** | Position:                 Year: |
| World Vision is a Christian Humanitarian Organisation. While we respect other religious faiths among our staff, we carry out our programmes, systems and organisational cultures and values based on Christian Values. Do you have any concern working in such an organisation? **Yes/No**. **If Yes, please explain** | |
|  | |

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | | |
| **Gender:** | Male      Female | Marital Status: | Single      Married  Divorced     Widow(er) |
| **Date of Birth:** |  |
| **Nationality:** |  | Citizenship No.: |  |
| **Religion:** |  | Email Address: |  |
| **Permanent Address:** |  | Contact Number(s): | Landline No.: |
| **Present Address (if different from permanent address) :** |  | Mobile No.: |

1. **Family Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Father |  | | |
| Name of Mother |  | | |
| Name of Spouse (if married) |  | | |
| Number of children |  | | |
| Name of Child |  | Date of Birth |  |
| Name of Child |  | Date of Birth |  |
| Name of Child |  | Date of Birth |  |
| Name of Child |  | Date of Birth |  |

1. **Emergency Contract Details** (In case of emergency)

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Number** | **Relationship to you** |
| 1. |  |  |
| 2. |  |  |

1. **Qualifications (**List exact names of all academic institutions attended including before and after School Leaving Certificate and diplomas/degrees or equivalent qualifications obtained (highest education first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Subject/Faculty** | **University/Institution** | **Study Duration** | **Results (%)** |
| *e.g. BBS.* | *e.g. Finance* | *e.g. Tribhuwan University* | *eg. 2001 - 2004* | *eg. 1st division* |
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1. **Employment Record** *(*Starting with your present post, list in reverse order every job you were engaged in. Use a separate block for each employment)

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| --- | --- | --- | --- |
| **3.1 PRESENT POST (LAST POST, IF NOT CURRENTLY EMPLOYED)** | | | |
| **Employer** | **Date of employment** | **From** | **To** |
|  | dd/mm/yy | dd/mm/yy |
| **Basic salary per month** | Starting | Final |
| **Position Title (**as specified in your letter of contract/agreement) |  | |
| **Address of Employer** | **Name of Supervisor** |  | |
|  | **Supervisor’s email ID and telephone number** |  | |
| **Reason for leaving** |  | |
| **Major job responsibilities in the position** | | | |
|  | | | |

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| --- | --- | --- | --- |
| **3.2 PREVIOUS POSTS (IN REVERSE ORDER - I.E. MOST RECENT POSTS FIRST)** | | | |
| **Employer** | **Date of employment** | **From** | **To** |
|  | dd/mm/yy | dd/mm/yy |
| **Basic salary per month** | Starting | Final |
| **Position Title (**as specified in your letter of contract/agreement) |  | |
| **Address of Employer** | **Name of Supervisor** |  | |
|  | **Supervisor’s email ID and telephone number** |  | |
| **Reason for leaving** |  | |
| **Major job responsibilities in the position** | | | |
|  | | | |

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| --- | --- | --- | --- |
| **3.3 PREVIOUS POSTS (IN REVERSE ORDER)** | | | |
| **Employer** | **Date of employment** | **From** | **To** |
|  | dd/mm/yy | dd/mm/yy |
| **Basic salary per month** | Starting | Final |
| **Position Title (**as specified in your letter of contract/agreement) |  | |
| **Address of Employer** | **Name of Supervisor** |  | |
|  | **Supervisor’s email ID and telephone number** |  | |
| **Reason for leaving** |  | |
| **Major job responsibilities in the position** | | | |
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| Do you have any objections to our making inquiries with your present and previous employers? |
| Yes       No |

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| Are you now, or have you ever been, a permanent/temporary civil servant employee of Nepal Government? |
| Yes:       No:      If "Yes", How many years have you been?       Which Area? |

**4. Relevant training courses / learning activities** (Please write details of other relevant training courses or learning activities which you feel may support your application)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, place and country** | **Type of course** | **Duration (attended from/to)** | **Major Theme** | **Impact to the work/life** |
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**5. List membership if in any professional society and in civic, public or international affairs**

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**6. Language Proficiency**

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| --- | --- | --- | --- | --- | --- | --- |
| **Language** | **Level of spoken competency** | | | **Level of written competency** | | |
| Basic | Intermediate | Advance | Basic | Intermediate | Advanced |
| Nepali |  |  |  |  |  |  |
| English |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |

**7. Computer Skills**

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

**8. Others**

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| 1. Please mention your expected monthly gross salary for this position: |
| 1. Please state how soon will you be able to start working for WVIN in case a contract is given to you? |
| 1. Please note below any constraints or limitations we should be aware of regarding your interest in working with WVIN: |
| 1. Do you have a valid driving license? Yes:       No:       If Yes, for what type of Vehicle: |
| 1. Do you have had any serious health issues in the last five years? Yes:       No:       If Yes, please write down the illness: |
| 1. Do you consider yourself to have a disability? Yes:       No:       If yes, please give the details of any special arrangements, for example with communication access, which would help you during the recruitment process. |
| 1. What are your Hobbies and Interests? |
| * 1. Have you ever been convicted for a criminal offence? Yes:       No:       If “Yes”, please give details. |
| * 1. If you are offered a position with WVIN, we require a police report of your criminal status from the police department. Do you have any reservation regarding this? Yes:       No:       If “Yes”, please share: |
| * 1. This job may require travel to various WVIN working locations in urban and rural areas. Please indicate whether you would be able to make this commitment. |

**9. Only for Christian Applicants**

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| 9.1. Briefly describe about your Christian faith |
| 9.3. Which Church do you attend? (Please write name and full address and contact details) |
| Name of Pastor/Elder/Church Leader:  Contact Details: Telephone:       Mobile Number:       Email: |

**10. Spirituality (for non-Christian applicants)**

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| --- |
| Briefly describe about your spirituality or your faith: |

**11. Disclosure**

List all relatives or family members who are currently an employee of World Vision International Nepal or World Vision International entity, if you have any?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Relative | Relationship | Designation | Working Location | National/International Staff |
|  |  |  |  |  |
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**12. Motivation with evidence**(Using no more than 500 words, p*lease write a brief answer 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 the job description. Please ensure that you provide specific examples that outline how your skills, knowledge and experience meet these requirements. |
|  |
| b) Your own understanding on responsibility towards your country, view regarding poor people and and Aid agency in developing country |
|  |

**13. References**Please provide the names of three professional people as references, one of which should be your current work supervisor / employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Organisation** | **Nature of professional relation** | **Address (include email and contact number)** |
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**14. Applicant’s consent**

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| 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 World Vision International Nepal (WVIN) 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 will disqualify me for any opportunities regarding this employment or any other job in WVIN. Also this will result in immediate dismissal if I am an employee of WVIN.  I hereby acknowledge that I have reviewed, understood the above statement and that I am aware of the fact that my personal information provided in this form will be processed by WVIN or its representatives.  Applicant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Please print name in case you do not have a digital signature) |

**15. Applicants’ Photograph** (In case you are unable to paste your photograph below, please send the same as a separate attachment)

|  |
| --- |
| **Please insert your Passport size picture here** |