

# Application Form

Position Applied For: \_\_\_\_\_

## [1] PERSONAL INFORMATION:

Name \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email id: \_\_\_\_\_

Sex: Female                      Male

Date of Birth: 

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Disability, if any:

Have you been charge-sheeted, convicted of or pleaded guilty to an offence? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes particulars thereof and present status: \_\_\_\_\_

Have you been associated with any organization that has been blacklisted OR has been proved of financial fraud ? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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What date are you available to start work? \_\_\_\_\_

**[2] EDUCATION INFORMATION: Please give details of your education track record (from high school to PG)**

Sl. No.	Qualifications (Degree/PG) with specialization	Name of the College/University	Degree	Period (from -to)	% of Marks scored

**Highlight Trainings you have attended (list only the trainings that are related to women & child protection)**

Topic of Training	Training organized by – venue	Duration of the training

**[3] EMPLOYMENT HISTORY : [Give details of the last 3 postings]**

Name of the Organization	Position held / Designation	Period (from-to)	Address Phone: Email:	Job Responsibilities	Last Salary drawn	Reasons for Leaving

**Total no. of years employment experience \_\_\_\_\_**

**Work experience in collaboration with NGO/Govt.. depts./agencies if any**

<b>Position held / Designation</b>	<b>Name of the Project /Program</b>	<b>Name of the Organization / Dept../Agency partnered with.</b>	<b>Duration of such collaboration/partnership</b>

**May We Contact Your Present Employer? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Computer Skills: How do you rate yourself.**

<b>Skill in using the computer</b>	<b>Excellent/ Good / Average / No experience</b>
<b>Skill in using the MS-Word, MS-Excel &amp; Power point.</b>	<b>Excellent/ Good / Average / No experience</b>
<b>Skill in using the using the internet</b>	<b>Excellent/ Good / Average / No experience</b>

**Skills and Competencies you have that would benefit the program here:**

**i.** \_\_\_\_\_

**ii** \_\_\_\_\_

**iii** \_\_\_\_\_

**Your Achievements in the area of women and child protection: \_\_\_\_\_**

\_\_\_\_\_

**Awards/Citations received: \_\_\_\_\_**

**References: (Please give details of two references)**

**(1) Name/Title Address & Phone no: \_\_\_\_\_**

\_\_\_\_\_

**Relationship with referee:**

\_\_\_\_\_

**(2) Name/Title Address & Phone no:** \_\_\_\_\_

\_\_\_\_\_

**Relationship with referee:** \_\_\_\_\_

**I certify that the information furnished by me in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above (including the enclosed documents).**

**Signature**\_\_\_\_\_

**Date**\_\_\_\_\_