**Voluntary Affirmative Action Information**

**All candidates for employment by Heifer Project Nepal will be considered without regard to race, age, religion, disability or gender.**

Date:

Position applied for:

Referral Source:

**□** Advertisement □ Employee □ School

If so, which publication? If so, which employee? If so, which school?

* Relative □ Walk-in □ Employment Agency □ Volunteer □ Internet □ Other

Date of Birth:

* Male □ Female

**Application for Employment**

Heifer Project Nepal considers applicants for all positions without regard to race, age, religion, color, creed, sex, or disability.

Send application to, Heifer Project Nepal By post at **GPO Box 6043, Kathmandu,** Nepal

Position Applied For : Date of Application :

Name (Last)

(First)

(MI)

Address City

District

Province

Country :

Home Phone: Work Phone:

(include area code) (include area code)

E-mail address:

Mobile Phone:

(include area code)

Are you currently employed? ............................................................................................□Yes □ No

May we contact you at your current job to arrange an interview? ................................... □Yes □ No

May we contact your present employer for a reference? ................................................. □Yes □ No

Have you ever filled out an application with us before? ................................................... □Yes □ No If yes, give date

Have you ever been employed with us before? ...............................................................□ Yes □ No If yes, give date

Are you prevented from lawfully becoming employed in this country? ............................. □ Yes □ No On what date would you be available for work?

Are you seeking: (Check all that apply) □ Full Time □ Part Time □ Temporary

Are you currently on “lay-off” status? ...................................................□ Yes □ No Can you travel if the job requires it? ......................................................................................□ Yes □ No

Have you been convicted of a felony within the last 7 years? ................................................□ Yes □ No (Conviction will not necessarily disqualify you)

Educational Background

|  |  |  |
| --- | --- | --- |
| School and Location | Year of Graduation | Degree Obtained |
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Employment and Volunteer Information

List all prior work experience, including beginning with your most recent employment. (Include all work experience even if you do not believe that experience to be related to the position or positions for which you are applying.) You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties. If you do not have enough space to list all your work experience, use a separate sheet for continuation. Even if you include a resume you must still complete the entire application.

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** Current or most recent employer: | | Employment dates: From    Month Year  To    Month Year  full time /part time    Salary: (per month) Rs.    Lowest Highest | |
| Business phone number: | |
| Complete mailing address  City : Province | District : |
| Supervisor’s Name: | |
| Your job title: | |
| Your job duties (be specific) : | |
| Reason for leaving: | |
| **2.** Current or most recent employer: | | Employment dates: From  Month  To  Month  Average hours worked per week  Salary: (per month) | Year  Year |
| Business phone number: | |
| Complete mailing address  City : Zone : | District : |
| Supervisor’s Name: | |

|  |  |
| --- | --- |
|  | Rs. Rs.    Lowest Highest |
| Name under which employed |
| Your job title |
| Your job duties (be specific): |
| Reason for leaving : Better opportunity. |
| **3.** Current or most recent employer: | Employment dates: From  Month Year  To \_    Month Year  Average hours worked per week    Salary: (per month) Rs.    Lowest Highest |
| Business phone number : |
| Complete mailing address  City District  Zone |
| Supervisor’s Name : |
| Name under which employed : |
| Your job title |
| Your job duties (be specific): |
| Reason for leaving: |
| **4.** Current or most recent employer: | Employment dates:  From    Month Year  To    Month Year  Average hours worked per week    Salary: (per month)  Rs.  Lowest Highest |
| Business phone number |
| Complete mailing address  City District  Zone |
| Supervisor’s Name: |
| Name under which employed: |
| Your job title: |
| Your job duties (be specific): |
| Reason for leaving: |

References

Please list three (3) persons not related to you, who have knowledge of your work qualifications and can serve as a reference for you.

|  |
| --- |
| Name Address Telephone |
| 1. |
| 2. |
| 3. |

Special Skills

Please indicate any foreign language skills: Please indicate Beginner, Intermediate, Advanced:

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| --- | --- | --- | --- |
| Language | Read | Write | Fluency / Speak |
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| List any other skills relative to the job(s) for which you are applying: |
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Applicant’s Consent

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| --- |
| I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.  I understand that Heifer Project Nepal will make a thorough review of my entire work history, verify all data given in my application, related papers or oral interviews as well as conduct a criminal background check. I authorize such investigation and the giving and receiving of any information requested by Heifer Project Nepal. I release from liability any person giving or receiving such information.  I understand that falsification of data given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.  I further understand that this is an application for employment and that no employment contract is being created.  I have read and understand the above.  Name \_ Date |