Annex 3. Application Format – CV Template

**CURRICULUM VITAE**

Photograph (Mandatory)

Vacancy No: ……………….

1. Proposed Position: ……………………………………

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

3. Sex: …………………………………………….

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

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

6. Date of Birth ………………………………………

7. Contact Address: ………………. Municipality/ Ward No…………., District: …………

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

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

*8.*  Affiliation in any Organisation/ Membership:

*Please submit migration certificate in case of permanent address is different than district of citizenship & marriage registration certificate female candidates, if applicable*

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | Period of Study  |  Passed Year  | Academic Qualification |
| From | To |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

10. Trainings: Please mention description of received training (Do not mention less than three days training) in following Table. Copies of certificates are mandatory to attach with the CV.

|  |  |  |
| --- | --- | --- |
| Training Provided by an organization | Date | Subject of Training |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

11. Work Experience ( Starting from Latest)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organization & Address | Position | Working Year (Date) | Duration | Main Responsibilities |
|  |  | From | To |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Note****: Copy of experience of certificates are mandatory*

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

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

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

**14: 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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. If any of my certificates or their copies are found fake at any point of time, poor track record working with project or had serious violation, I accept that my possible contract will be terminated without notice.

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[Signature of applicant with blue ink] Date: Day/Month/Year

Contact Telephone No. applicant