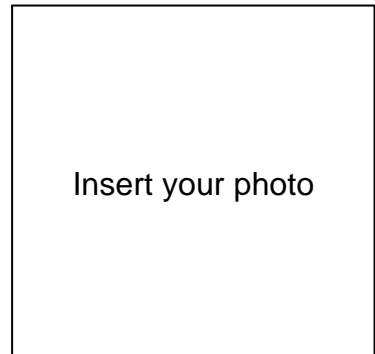


The Leprosy Mission Nepal
Job Application Form
CONFIDENTIAL

Please note:

- Answers requiring more space should be continued extending the boxes
- TLMN will maintain all the personal and professional detail given herewith as **confidential** and only be used within personnel involved in this recruitment procedure
- TLMN requires **background checks** on all new staff. The type of background check will depend on what role is being recruited and what the local laws are with regards to access to personal information.



1.	POSITION APPLIED FOR			
	Available for employment (date)			
	Where did you hear about this vacancy?			
2.	PERSONAL DETAILS			
	Surname:			
	First name(s):			
	Address:	Permanent		Present (mailing)
	Email address:		Mobile No:	
	Date of Birth		Sex	Male / Female
	Are you resident of Nepal? <input type="checkbox"/> Yes / <input type="checkbox"/> No (select applicable answer)			
3.	EDUCATION Please give details of educational qualifications starting from the latest obtained			
	Academic Qualification	School / College / University	Year (from)	Year (to)
4.	PROFESSIONAL TRAININGS Please provide details of your professional training related to the applied position			
	Course title		Institution	Date

IT SKILLS			
	Please provide details of your level (poor, good, excellent) of IT skills including word, excel, database, powerpoint, social media etc and any other IT skills you have.		
5.	EMPLOYMENT RECORDS (Starting from the most recent)		
CURRENT / LAST POSITION			
	Employer	Duration (dates from & to)	Job Title
	Main responsibilities:		
	Reason for leaving:		
PREVIOUS POSITION(S)			
	Employer	Duration (dates from & to)	Job Title
	Main Responsibilities:		
	Employer	Duration (dates from & to)	Job Title
	Main Responsibilities:		

	<p>NOTE : Please extend the table of employment record as required</p> <ul style="list-style-type: none"> • <i>Please provide your expected salary (gross) in NRs. Per month:</i> <input type="text"/> • <i>Total working period (years months):</i> <input type="text"/>
6.	ABOUT YOUR WORK HISTORY
a)	What has most satisfied you in your career to date?
b)	What have you found particularly difficult in your career to date?
7.	ABOUT YOUR VALUES
a)	What are the values that lead your daily lifestyle
b)	What are your weak points and how you do you try to overcome them
c)	How your spiritual values and practice influence your work
8.	YOUR APPLICATION
a)	Why are you interested in working with The Leprosy Mission Nepal?
b)	What makes you interested to apply for this position?

c)	Please describe the skills, knowledge and/or experience which you would bring to this job?
9.	VOLUNTARY AFFILIATION & INTEREST
	Please list any interests, hobbies and/or voluntary experience you have:
10.	DISABILITY & HEALTH
	<p><i>Do you consider yourself to have a disability?</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, is there anything The Leprosy Mission Nepal can assist you with in order that you are able to attend an interview?</p> <p><i>Have you had any major health problems which could affect your work?</i> Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please describe:</p>
11.	REFERENCES
	Please give details of two non-relative referees, including your current or most recent employer. Please also indicate if they can be contacted should you be short-listed for the post.
	Present Employer:
	Name: <input type="text"/> Job Title: <input type="text"/>
	Present Address: <input type="text"/>
	Telephone /mobile : <input type="text"/> Email: <input type="text"/>

	My recent employer may be contacted should I be short-listed for the post (tick your answer):	Yes	No
Other professional reference:			
	Name:	Job Title:	
Present Address:			
	Telephone/ mobile :	Email:	
	The above person may be contacted should I be short-listed for the post(tick your answer);	Yes	No
Personal Reference:			
	Name:	Job Title:	
Present Address:			
	Telephone/ mobile :	Email:	
	The above person may be contacted should I be short-listed for the post(tick your answer);	Yes	No
12.	DECLARATION Please note The Leprosy Mission Nepal is committed to all aspects of Safeguarding. We believe that all children and adults have the right to be protected from abuse and harm. TLM Nepal aims to ensure as far as is possible that anyone, paid or voluntary, who seeks to work in TLM Nepal and who has access to children and/or vulnerable adults is safe to do so.		
	Have you ever been the subject of any allegations in relation to the safety and welfare of children or vulnerable adults, either substantiated or unsubstantiated? <input type="checkbox"/> Yes / <input type="checkbox"/> No (select applicable answer) If yes, please give details:		
	Have you ever been barred / prevented from working with children or vulnerable adults? <input type="checkbox"/> Yes / <input type="checkbox"/> No (select applicable answer) If yes, please give details:		
	Have you ever been convicted of a criminal offence? <input type="checkbox"/> Yes / <input type="checkbox"/> No (select applicable answer) If yes, please give details:		
	Are there any alleged offences outstanding against you? <input type="checkbox"/> Yes / <input type="checkbox"/> No (select applicable answer) If yes, please give details:		
	I confirm that to the best of my knowledge the information I have provided on this form is correct and complete, and I accept that providing deliberately false information could result in my dismissal.		

	Signature:		Date:	
Statement on Confidentiality and Data Protection				
<p><i>The Leprosy Mission Nepal will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.</i></p> <p><i>Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.</i></p>				