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| ***JOB INFORMATION for PROGRAMME OFFICER (PO)***  **Passport Size Photo** |
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| ***GENERAL INFORMATION (Write in BLOCK Letters)***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **First Name** | | **Middle Name** | | **Last Name** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | | | | **Date Of Birth [DD-MM-YYYY]** | | | **Email Address** | | | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | **Marital Status** | **Blood Group** | | | | **Gender** | | |  |  | | --- | --- | |  | Married | |  | Single | |  | Other | | |  |  |  |  | | --- | --- | --- | --- | |  | O+ |  | B+ | |  | O- |  | B- | |  | A+ |  | AB+ | |  | A- |  | AB- | | | | | |  |  | | --- | --- | |  | Male | |  | Female | |  | Third Gender | | | **Email Address [Write in Capital Letter]** | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | **Ethnicity** | | | | | | | |  |  |  |  | | --- | --- | --- | --- | |  | Adivasi /Janajati |  | Madheshi | |  | Dalit |  | Muslim | |  | Newar |  | Chettri | |  | Brahmin |  | Other **(Please Specify)** | | | | | | | |
|  |
| ***PERMANENT ADDRESS [Write in Capital Letter]***   |  |  | | --- | --- | | **PROVINCE** | **Municipality/Rural Municipality** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **Ward / Tole** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
|  |
| ***CURRENT ADDRESS [Write in Capital Letter]***   |  |  | | --- | --- | | **PROVINCE** | **Municipality/Rural Municipality** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **Ward / Tole** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
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| ***CONTACT INFORMATION***   |  |  | | --- | --- | | **Mobile Number** | **Land Line Number** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |
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| ***FAMILY DETAILS [Write in Capital Letter]***   |  |  | | --- | --- | | **Father’s Name** | **Contact Number** | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | **Mother’s Name** | **Contact Number** | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | |

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| ***ACADEMIC QUALIFICATIONS (Latest First)***   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Degree** | **Institution / University** | **Passed Year** | **Marks / Grade Obtained** | | **1** |  |  |  |  | | **2** |  |  |  |  | | **3** |  |  |  |  | |
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| ***EMPLOYMENT HISTORY***  *Please write the latest one first. You may add your employment history in case of more than 3 work assignments.*   |  |  | | --- | --- | | 1. **Organization Name** | **Position** | |  |  | | **Start Date** | **End Date** | |  |  | | **Key Responsibilities** | | |  | | |  | | | 1. **Organization Name** | **Position** | |  |  | | **Start Date** | **End Date** | |  |  | | **Key Responsibilities** | | |  | | |  | | | 1. **Organization Name** | **Position** | |  |  | | **Start Date** | **End Date** | |  |  | | **Key Responsibilities** | | |  | | |  | | |
| ***TRAININGS ATTENDED***  **List any other skills (including training/workshop/conference presentation) related to the job for which you are applying**   |  |  |  | | --- | --- | --- | | **Training Title** | **Organizer** | **Duration** | |  |  |  | |
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| ***LANGUAGE ABILITY***  **Please list the language you understand and rate your speaking, writing and reading ability using the following: Limited =1, Good=2, Excellent=3**   |  |  |  |  | | --- | --- | --- | --- | | **Language** | **Read** | **Write** | **Fluency / Speak** | |  |  |  |  | |
| ***COMPETENCY TEST (for each question, limit your responses to less than 300 words)***  **Q.1. Critically analyze the current situation of Tuberculosis (TB) in Nepal?**  **Q.2. What are your previous experiences in programme implementation in the districts? Please give some examples.**  **Q.3. What are some of the challenges that you have faced while working in the districts?** |
| ***REFERENCES***  **Please list two persons who have knowledge of your work qualifications and can serve as a referee for you.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Full Name** | **Name & Address of Organization** | **Designation** | **Mobile** | **Email Address** | |  |  |  |  |  | |  |  |  |  |  | |
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| |  |  | | --- | --- | | **Current Salary per month** | **Expected Salary per month** | |  |  | |
| ***APPLICANT CONSENT***  I certify that the answers given herein are true and complete to the best of my knowledge. I authorise investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.  I understand that HERD 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 authorise such investigation and the giving and receiving of any information requested by HERD. 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 understand that if chosen for an interview I must provide a copy of my Citizenship paper, academic certificate and other related documents.  I have completed and read and understand the above.   |  |  | | --- | --- | | **Signature** | **Date [DD-MM-YYYY]** | |  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | | |