****

**कर्मचारी निबेदन फारम**

**Employee Application Form**

|  |  |
| --- | --- |
| निबेदन गरिएको पद (Position Applied for) : | |
| मिति (Date) : |

**१. व्यक्तिगत विवरण (Personal Information)**

|  |  |
| --- | --- |
| नाम (Name): |  |
| जातजाति (Ethnicity): |  |
| स्थाई ठेगाना (Permanent Address): |  |
| अस्थाई ठेगाना (Temporary Address): |  |
| नागरिकता नम्बर (Citizenship Number): |  |
| जन्म मिति (Date of Birth): |  |
| सम्पर्क नम्बर (Contact Number): |  |
| इमेल ठेगाना (Email): |  |

**२. पारिबारिक विवरण (Family Information)**

|  |  |
| --- | --- |
| बैबाहिक स्थिति (Marital Status): |  |
| पति/पत्नीको नाम (Spouse Name): |  |
| बुवाको नाम (Father’s Name): |  |
| आमाको नाम (Mothers Name): |  |
| बुबा/आमाको सम्पर्क नम्बर (Parents Contact Number): |  |

**३. शैक्षिक विवरण (Educational Information)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sno** | **Education Level** | **Main Subjects** | **University/School** | **Completed Year** | **Obtained Percentage** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**४. कार्य अनुभव पदसंग सम्बन्धित मात्र (Working Experience, Only Mention Applicable for this Position)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | | **Employer** | **Position** | **Duty Station** | **Brief Description of job Descriptions/Work performed** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**५. संलग्न तालिम पदसंग सम्बन्धित मात्र (Training Received, Only Mention Applicable for this Position)**

|  |  |  |  |
| --- | --- | --- | --- |
| **सि.नं.** | **तालिमको बिषय** | **तालिम अबधी** | **तालिम दिने संस्था/निकाय** |
| 1 |  |  |  |
| 2 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**६. प्रदान गरिएको तालिम (Trainings Imparted)**

|  |  |  |  |
| --- | --- | --- | --- |
| **सि.नं.** | **तालिमको बिषय** | **तालिम अबधी** | **संस्था वा निकाय** |
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**७. यो पद तपाइको लागि किन उपयुक्त छ ? बढीमा ५०० शब्दमा लेख्नुहोस (Why this position is suitable for your ? write in 500 words maximum)**

|  |
| --- |
|  |

**८. References**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Organization | Position | Contact Number | Email |
|  |  |  |  |  |
|  |  |  |  |  |

निबेदकको हस्ताक्षर (Applicant Signature)

Date (मिति) :