

**Employment Application Form**

Please read the detailed job description prior to completing this form. Use section 2 for your covering letter, you don’t need to include a separate one. Once completed, kindly upload this to our ATS system.

**Post applied for:  
Where did you see the post advertised, or hear about it from?**

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| 1. Personal details | |
| Title: Surname: First names: | |
| Contact address: | |
| Email address: | |
| Home phone: | Mobile phone: |
| What is your current salary, and your salary expectation?  # | |
| If selected for interview, please indicate any dates you would be unable to attend due to prior immovable commitments: | | |

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| 2. What motivates you to apply for this job? A summary, like your **cover letter**. |
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| 3. Experience & Knowledge |
| Please look at the **essential and desirable requirements** **in the Person Specification, and the main tasks of the role.** In this section, please detail your relevant skills, knowledge, experience, and competencies that demonstrate that you are a suitable candidate for this role.  ***CBM Global welcomes applicants from diverse backgrounds and people with disability.*** |
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| 4. Skills/Competencies/Personal Qualities |
| Please look at the **essential and desirable requirements in the Person Specification, and the main tasks of the Role**, and list details of any Skills/Competencies/Personal Qualities you may consider to be relevant. |
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| 5. Qualifications, training, and education |
| Please list details of any qualifications, training, and education ***relevant*** to this position and the **essential and desirable requirements**. |
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| 6. Our Values |
| Take a look at our [Values Statement](https://cbm-global.org/about-us/who-we-are/vision-mission-values) . In brief, please share with us how you relate to these values and might contribute to them within this role. |
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| 7. References  Please give the name, address, and telephone number of three referees who can broadly represent your professional work and personal interests. This should include your line manager and HR focal point from your current or most recent employer. This can also include voluntary posts. |
| **1.Name of Referee and relationship to you:** |
| **Email:**    **Tel:** |
| **Can we contact this referee now?**  **Yes  No ** |
| **2. Name of Referee and relationship to you:** |
| **Email:**    **Tel:** |
| **Can we contact this referee now?**  **Yes  No ** |
| **3. Name of Referee and relationship to you:** |
| **Email:**    **Tel:** |
| **Can we contact this referee now?**  **Yes  No ** |

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| 8. Declaration |
| The information on this form will be used for recruitment and selection purposes only and if your application is successful, it will form part of your employment record. If it is discovered that you have given any information, which you know to be false, or with hold any relevant information, your application may be rejected, or any subsequent employment terminated.  I confirm that the information contained in this application form is correct.  Signature …………………………………………………………………… Date…….................................. |

**CBM Global Nepal**

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[www.cbm-global.org](http://www.cbm-global.org)