

CHECK LIST FOR SCRUTINY OF THE APPLICATION OF CANDIDATES APPLIED FOR
APPOINTMENT

- 1) Name of the Candidate :
- 2) Father's Name :
- 3) Male/Female :
- 4) Date of Birth : Age:
- 5) Address for communication :
- 6) Contact.No. :
- 7) Community :
- 8) Educational Qualification :
- 9) Marks obtained i) Marks Secured =
 ii) Total Marks =
 iii) Percentage =
- 10) Experience :
- 11) Whether application is accepted or Rejected :
- 12) Remarks :

APPLICATION FORM FOR THE POST OF

Post Applied for: _____

(1) PERSONAL INFORMATION:

Name: _____

Resident Address:

Mobile Number: _____ Email Id: _____

Sex (Male/Female) : _____

Date of Birth: _____
(As on 01.07.2018) (Years Months Days)

Caste with Sub Caste (Enclose Copy):

Disability, if any:

Have you been charge-sheeted, convicted of or pleaded guilty to an offense?
Yes _____ No _____

If yes, please explain:

What date are you available to start work? _____

(2) EDUCATION INFORMATION: Please give details of your education track record (from high school to PG)

Sl.No:	Qualifications (Degree/PG) with specification	Name of the College/University	Degree	Period (from-to)	% of Marks scored

Highlight Trainings you have attended (list only the trainings that are related to women & child protection)

Topic of Training	Training organized by – venue	Duration of the training

(3) EMPLOYMENT HISTORY: (Give details of the last 3 positions)

Name of the Organization	Position held/Designation	Period (from-to)	Address Phone: Email:	Job Responsibilities	Last Salary drawn	Reasons for Leaving

Total No.of years employment experience: _____

Work experience in collaboration with NGO/Govt.Depts/agencies if any

Position held/Designation	Name of the Project/Program	Name of the Organization/Dept./Agency partnered with	Duration of such collaboration/partnership

May we contract your Present Employer? Yes ___ No ___

Computer Skills: How do you rate yourself

Skill in using the computer	Excellent/Good/Average/No experience
Skill in using the MS-Word, MS-Excel & Power Point	Excellent/Good/Average/No experience
Skill in using the internet	Excellent/Good/Average/No experience

Skills and Competencies you have that would benefit the program here:

- I. _____
- II. _____
- III. _____

Your achievements in the area of women and child protection: _____

Awards/Citation received: _____

I certify that the information furnished by me in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future. If I am hired. I authorize the verification of any or all information listed above (including the enclosed documents)

Signature: _____

Date: _____