**JOB APPLICATION FORM**

*NEG-FIRE is an equal opportunity employer. We welcome all applications irrespective of race, colour, gender, disability, sexual orientation, religion, belief, creed or age.*

***“This position involves regular contact with children and NEG-FIRE does rigorous recruitment and selection process, reference checks that reflect its commitment to the protection of children from abuse. The applicant is required to be aware and in compliance of the NEG-FIRE Child Protection Policy (CPP) which is available on our website. By submitting the application for this position the applicant by default consents to be governed by this policy.”***

**Note:**

* This form comprises an essential part of the selection process at NEG-FIRE and the quality of your response is likely to have a significant impact on your being short-listed for an interview.
* All the fields are mandatory to fill in.
* The information provided by you in this application form will be strictly maintained CONFIDENTIAL; and will be used by us or by an authorised representative to conduct enquires as may be necessary for the recruitment process.
* This application form will not be returned back to you after the completion of the recruitment process.

**POSITION APPLYING FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | Date of Birth |  |
| Address |  | | | |
| Telephone / Mobile |  | Email ID: | | |
| Marital Status: (Single/Married) |  | | | |
| Social identity: (ST/ SC/ MBC/ OBC/ General)  *(\*this information is sought to promote diversity in recruitments)* |  | | | |

|  |  |  |
| --- | --- | --- |
| Have you applied to NEG-FIRE for any position before, and/or participated in any interview?   |  |  | | --- | --- | | Yes | No |   (If yes, please mention the details - which position, date of interview process undergone) |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Yes | No |   Have you ever been indicted /summoned into the court as defendant in any criminal proceedings or convicted or fined for any other violations of law *(excluding minor traffic violations)?*  If “yes”, give full details and attach the statement separately. |

1. **QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Subject** | **Institution / University**  ***(Please provide full names and not abbreviations)*** | **Passing Year** |
|  |  |  |  |
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|  |  |  |  |

1. **TOTAL WORK EXPERIENCE (No. of Years):**
2. **EMPLOYMENT DETAILS: (you may like to add more number of Rows if required)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Organization** | **Designation, and Place of posting** | **Period of Employment** From: To: | **Key responsibilities handled (in brief)** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **LANGUAGE PROFICIENCY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Speak** | **Read** | **Write** |
| English |  |  |  |
| Hindi |  |  |  |
| Others |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Describe 2 or 3 key achievements of your Career.**
2. **REFERENCES (3 Names and contact details)**

I \_\_\_\_\_\_\_\_\_\_ certify that, to the best of my knowledge, all of the information given are correct. I also understand that any information I voluntarily provide on this application may be investigated.

**Date:**

Name: Signatures: