**APPLICATION FORM FOR THE POST OF STORE KEEPER CUM ACCOUNTANT (Children Home) and NURSE (SAA)**

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 offene?
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 |
|---|---|---|---|---|---|
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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** |
|---|---|---|
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| | | |

**(3) <u>EMPLOYMENT HISTORY: (Give details of the last 3 positions)</u>**

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

**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 :