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OCH Application Form

For the position of IT Support Officer at Okhaldhunga Community Hospital (OCH)

# Personal Information

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| Name |  | Gender |  |
| Date of birth (AD) (dd/mm/yyyy) |  | Age |  | Marital status |  |
| Nationality |  | Permanent address |  |
| Email address |  | Postal address (if different) |  |
| Mobile number (if appropriate) |  | Telephone |  |
| Disability (If applicable) |  | If yes, which disability ID card has (Blue, Yellow, White) |  |

# Qualifications

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| --- | --- | --- | --- | --- |
| Level | Subject | Institution | Date | Results |
| E.g. Bachelor | E.g. BSIT  | E.g. Kathmandu University/TU | E.g. 2012-2015 | E.g. 1st division |
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# Work Experience

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| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
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| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
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| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
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| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
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# Job Specific Questions

(We strongly encourage you to use your own opinion and words while answering the questions.)

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| 4.1 |  Give your experience in call management/service desk system. what are the advantages and challenges you faced?  |
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| 4.2 |  Share your experience working in IT policies, standards, and guidelines. Share how this can be helpful in our scenario.  |
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| 4.3 |  Share your experience working with HIMS in your previous work. What are the advantages and challenges you faced?  |
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| 4.4 | The current work requires you to have a mix of skills like Network administration, Electricity, Software Support, and Helpdesk management. Explain what will be your approach to ensure your work is delivered smoothly.  |
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# UMN General Questions

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| 5.1 | Describe a time when you have improved and changed something for the better. |
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| 5.2 | In your current (or most recent) job, how did you share information, skills & knowledge with others? (if any job experiences) |
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| 5.3 | UMN MDT is a Christian development organization. Hence Okhaldhunga Community Hospital (OCH) being a faith-based organization has its unique ethos. What do you understand by this, and why are you attracted to working with this organization? |
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| 5.4 | Give a specific example from your past work/life of how you have actively worked to promote gender justice. |
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| 5.6 | Choose 2 of the 6 UMN MDT OCH values that you feel to be most important; for each describe a time when you acted in accordance with that value in the workplace.  |
|  | UMN values: | * Integrity and Honesty
* Love and service
* Equity and social justice
 | * Innovation and creativity
* Special concern for poor and marginalised people
* Care for the environment
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| Value Example 1: |  |
| Value Example 2: |  |

# Language Skills

|  |  |  |
| --- | --- | --- |
| Language | Level of spoken competence | Level of written competence |
|  | (e.g. basic, intermediate, fluent) | (e.g. basic, intermediate, advanced) |
| Nepali |  |  |
| English |  |  |
| Other |  |  |  |
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# Computer Skills

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| 7.1 | Please describe your level of computer literacy, stating applications of which you are a competent user. |
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# Other Relevant Training/Information

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| 8.1 | Please detail other relevant training or information which you feel may support your application. |
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| 8.2 | Have you ever been accused of or convicted for any criminal offenses and/or any form of sexual harassment, exploitation, or abuse? |
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| 8.3 | Please state monthly salary of your present job or most recent job (according to specification under 3). |
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| 8.4 | Please state how soon would you be able to start working for OCH if you were offered the post? |
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| **8.5** | Please note below any constraints we should be aware of. |
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9. Please provide the names of 2 professional people to give references, one of which must be your current work supervisor/employer. UMN MDT will not approach these referees before informing you.

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| --- | --- | --- | --- |
| Name | Job Title | Organisation | Contact Information |
|  |  |  | (include postal address, email address & phone number if possible) |
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# Signatures

(If you email the form, please add your electronic signature. If you don’t have an electronic signature, you can leave this blank)

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| How/Where did you learn about this vacancy? |  |