Living Water Nepal



Recent Passport size Photo

(LWN)

# Application Form

# (Finance Officer, Head Office Lalitpur)

1. **Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Sex |  |
| Date of Birth (AD) |  | Marital Status |  |
| Date of Birth (BS) |  | Nationality |  |
| Citizenship No: |  | Religion |  |
| Permanent Address |  | Temporary Address |  |
| Email ID |  | Telephone/ Mobile No. |  |
| Father’s Name |  | Qualification |  |

**2. Work Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Job Title | Main Responsibilities | Dates of Employment | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Language Skills**

|  |  |  |
| --- | --- | --- |
| Language | Level of spoken competence  (e.g. basic, intermediate, fluent) | Level of written competence  (e.g. basic, intermediate, advanced) |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Computer Skills**

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| Please describe your level of computer literacy, stating applications of which you can use competently. |
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**5. Other Relevant Training /Information**

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| 5.1. Please detail other relevant training or information which you feel may support your application. |
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| 5.2. Please state monthly salary that you expect for the post you are applying for. (Its compulsory to fill this space)  NRs. |

**6. References**

|  |  |  |
| --- | --- | --- |
| Title | Name | Address (include email and telephone number if appropriate) |
|  |  |  |
|  |  |  |

**7. Living Water Nepal's General Questions:**

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| 7.1. What do you understand by 'humanitarian organization? |
| 7.2. Why are you attracted to work in Living Water Nepal? |
| 7.4. What are your greatest strengths and how do your strengths contribute to this position? |
| 7.5.What are the areas of improvement in your personnel being? How do you think that you would improve them in the near future? |
| 7.6. If you are selected to work in Living Water Nepal, what would be your commitment? |
| 7.7. Describe a time when you have shown a great flexibility in your job, and describe the affect you had. |
| 7.8. If you have to work over time (e.g. sometime more than the office hour, holidays etc.), how would you feel? Would you be able to travel outside of the Kathmandu valley frequently? |

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| --- |
| **8. Motivation with evidence**  8.1 What motivated you to apply for this position? Please provide evidence of your ability to perform in each of the key duties outlined in the job description. Please ensure that you provide specific examples that outlined how your skills, knowledge and experience meet these requirements. (Answer in 1/2 pages) |
| 8.2.How do you see the aid agencies and the poor people in Nepal? Please mention your responsibilities in the midst of the aid agencies and the government bodies in the development of Nepal. (Answer in not more than 1/2 page) |
| 8.3 What is the main Goal of Admin & Finance Officer in any development projects/programme, how it is useful or helpful to attain the goal of the project? List three vital achievement/contributions you have made in your past work experience as regarding Accounts/Finance sector. |

**Signature: Date:**