**GEMS** *Institute of Higher Education*

Dhapakhel, Lalitpur

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P.O.Box No.: 1794, Kathmandu

www.gihe.edu.np | Email: careers@gihe.edu.np

**EMPLOYEE APPLICATION FORM**

**Post applied for:** Click here to enter text.

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| PERSONAL DETAILS |
| Full Name: | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  | *First* | *Middle* | *Last* |
| Date of Birth: | Click here to enter text. | Citizenship No.: | Click here to enter text. |
| Date teaching lisence obtained:*(Applicable to teachers only)* | Click here to enter text. | Email Address: | Click here to enter text. |
| Permanent Address: | Click here to enter text. |
| Temporary Address: | Click here to enter text. |
| Telephone No.: | Click here to enter text. | Mobile No.: | Click here to enter text. |
| Marital Status: | Choose an item. | Spouse’s Name: | Click here to enter text. |
| Dependent Child/ren Name/s: | Click here to enter text. | Child/ren date of birth: | Click here to enter text. |

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| MOST RECENT EMPLOYMENT |
| Name of Employer: | Click here to enter text. |
| Address: | Click here to enter text. |
| Telephone/ Mobile No.: | Click here to enter text. | Email Address: | Click here to enter text. |
| Title of current post: | Click here to enter text. |  |  |
| Main Responsibilities: | Click here to enter text. |  |  |
| Date started: | Click here to enter a date. |  |  |
| If no longer in post indicate leaving date and reason | Click here to enter text. |
| EMPLOYMENT HISTORY |
| Please give details of previous employers, dates of employment and job titiles/ roles in chronological order, if there are any breaks in employment please indicate the reason why. |
| **School name and** **address** | **Subject and/or age range taught** | **Job title and main duties** | **Reason for** **leaving** | **Dates** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | *From:* Click here to enter text.*To:* Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | *From:* Click here to enter text.*To:* Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | *From:* Click here to enter text.*To:* Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | *From:* Click here to enter text.*To:* Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | *From:* Click here to enter text.*To:* Click here to enter text.  |
| Reason for any breaks in employment history |  Click here to enter text. |

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| EMPLOYMENT HISTORY |
| Please give details of relevant educational and professional qualifications chronological order including institution, subjects and grade awarded (include S.L.C., Plus2, Undergruaduate or Higher). |
| **Qualification** | **Awarding university, college or institute** | **Length of course** | **final results received:** **Month/ year** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| ADDITIONAL QUALIFICATIONS AND PROFESSIONAL COURSES |
|  |
| **Course Title** | **Provider** | **Duration** | **Year** | **Award** **(If any)** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

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| PERSONAL INTERESTS |
| Click here to enter text. |

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| SUPPORTING STATEMENT |
| In support of your application, please provide a letter of application (no longer than two sides of A4) addressing relevant isues in the job description and person specification focusing on the skills, knowledge and expertise you could bring to the GIHE, your learning and teaching philosophy, out of the box ideas, extra curricular activities you can offer and any other relevant information. Please attach a recent photograph.. |

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| REFERENCES AND ADDITIONAL INFORMATION |
| Pleae give details of your current/ most recent remuneration package | Click here to enter text. |

**References**

**1. Your current/ most recent employer**

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| --- | --- | --- | --- |
| Name of job title of referee: | Click here to enter text. | Organization: | Click here to enter text. |
| Address: | Click here to enter text. |
| Email address: | Click here to enter text. |  |  |
| Telephone No. | Click here to enter text. | Mobile No.: | Click here to enter text. |

**2. Previous employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of job title of referee: | Click here to enter text. | Organization: | Click here to enter text. |
| Address: | Click here to enter text. |
| Email address: | Click here to enter text. |
| Telephone No. | Click here to enter text. | Mobile No.: | Click here to enter text. |

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| CRIMINAL CONVICTIONS |
| Hve you ever been convected of a criminal offense?  | [x]  No |  [ ]  Yes |  |
| If yes, please give details of the offense and the sentence imposed: | Click here to enter text. |
| In submitting the application form, I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to any safeguarding issue. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work with children and I have not been dismissed from such a post of malpractice. I have received the GIHE safeguarding and safer recruitment policies as part of the application process. |
| GIHE will carry out reference and criminal record checks on all employees on appointment as part of our safer recuitment policy. Failure to disclose information will result in dismissal in the case of an appointment being made. |

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| DECLARATION |
| I declare that all the information I have provided in support of my application is, to the best of my knowledge and belief, correct and complete. |
| Name: | Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
|  | *First* | *Middle* | *Last* |  |
| Date  | Click here to enter a date. |  |  |
| Please E-mail this form to **careers@gihe.edu.np** by submitting this form you are acknowledging that the information is correct and up to date and is not attempting to mislead a potential employer. |