

JOB APPLIED - PARTICULARS

Position applied:	
To Apply for Internship/Job - Kindly state your availability:	
From: (DD/MM/YYYY)	
Period for which you intend to work (Only for Interns):	
No. of Years	

PERSONAL PARTICULARS

Full Name:			
Current address:	Photo		
Permanent address:			
(NA - If same as Current Address)			
Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Age:
Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	DOB:
Email:			
Telephone (House):			
Telephone (Mobile):			

ACADEMIC QUALIFICATIONS

Name of School/College	Stream	Percentage	Year of Passing
(Mention only 12th Standard or equivalent result)			
Name of College	Degree	Percentage	Year of Passing
(Mention only Under-graduate or equivalent result)			
Name of College	Degree	Status (1st/2nd/3rd Year)	
(If still pursuing Under-graduate study)			
Name of College	Degree	Percentage	Year of Passing
(Mention only Post-graduate or equivalent result)			
Name of College	Degree	Status (1st/2nd Year)	
(If still pursuing Post-graduate study)			

PROFESSIONAL QUALIFICATIONS

Name of Institute	Level Cleared	Marks Obtained	Year of Passing
ICAN	CAP - II		
	Group -1		
	Group -2		
	CAP - III		
	Group -1		
	Group -2		
(If you have not cleared or exempted - Fill NA or Exemption detail)			
Name of Institute	Level Cleared	Marks Obtained	Year of Passing
ICAI	CA - IPCC		
	Group -1		
	Group -2		
	CA - Final		
	Group -1		
	Group -2		
(If you have not cleared or exempted - Fill NA or Exemption detail)			
Name of Institute	No. of Papers Cleared	Marks Obtained	Year of Passing
ACCA			
<p>Note: If you are applying as a trainee - then do not fill Professional Qualifications</p>			

EMPLOYMENT HISTORY

Name of the Company	Position Held	From	To
Brief about Projects/Engagements Handled:			
<p> </p> <p> </p> <p> </p>			

Name of the Company	Position Held	From	To
Brief about Projects/Engagements Handled:			
<p> </p> <p> </p> <p> </p>			

LANGUAGE ABILITY

Name of the Language	Expert	Satisfactory	Below Average
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nepali	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Mention Below)			
1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IT CAPABILITY

Name of the Software	Expert	Satisfactory	Below Average
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Mention Below)			
1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHERS

Extra Curricular Activity:

Awards & Recognition:

Any other Courses taken:

Current Salary:	Expected Salary:
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I solemnly declare that the above particulars are true and correct. If any information is found to be false or incorrect, I agree to any disciplinary action being taken against me by the Company.

Signature	Date
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