



**USAID**  
FROM THE AMERICAN PEOPLE

**UNITED STATES AGENCY  
FOR INTERNATIONAL  
DEVELOPMENT**  
American Embassy, West Building,  
Chanakyapuri, Shantipath  
New Delhi – 110 021

**EMPLOYMENT  
APPLICATION  
FORM**

1. POSITION APPLIED FOR :

2. NAME (IN BLOCK LETTERS) :

3. PRESENT ADDRESS  
TELEPHONE # AND  
E-MAIL ADDRESS

Attach  
Photograph  
taken within  
past 3 months

4. (A) AGE :

(B) DATE OF BIRTH :

(C) CITIZENSHIP

5. MARTIAL STATUS (SINGLE/MARRIED/WIDOWED/DIVORCED)

6. EDUCATIONAL QUALIFICATIONS :

NAME OF THE INSTITUTE & ADDRESS (START FROM HIGH SCHOOL)	YEAR OF		CERTIFICATE DIPLOMA/DEGREE	DIVISION/ PERCENTAGE
	ENTERING	LEAVING		
10 <sup>th</sup>				
12 <sup>th</sup>				
Degree				

7. LANGUAGE

SPOKEN

READ

WRITTEN

	SPOKEN	READ	WRITTEN





11. ARE YOU RELATED / KNOWN TO ANY OF THE PRESENT EMPLOYEES OF USAID OR ANY OTHER USG AGENCIES? YES/NO			
12. IF YES, TO WHOM?		DESCRIBE RELATIONSHIP	
13. HAVE YOU BEEN INTERVIEWED BY USAID BEFORE? IF YES, FOR WHICH POST AND WHEN?			
14. HAVE YOU EVER WORKED FOR USAID BEFORE? IF YES, GIVE DETAILS :			
15. ARE YOU A GREEN CARD HOLDER? IF YES, GIVE DETAILS :			
16. IF SELECTED HOW MUCH TIME WOULD YOU REQUIRE TO JOIN?			
17. REFERENCES. PROVIDE FULL CONTACT DETAILS AND THE CURRENT DESIGNATION OF <b>THREE</b> PROFESSIONAL REFERENCES, WHO HAVE SUPERVISED YOU DIRECTLY IN THE PAST. REFERENCE OF YOUR CURRENT SUPERVISOR IS OPTIONAL. USAID WILL CONTACT ONLY THOSE REFERENCES PROVIDED BY YOU.			
NAME	ADDRESS IN FULL (INCLUDING PHONE NOS AND EMAIL ADDRESS)	OCCUPATION	
19. DECLARATION: I certify that the particulars mentioned in the application form are correct to the best of my knowledge and belief and in case any information is proved to be factually incorrect, my services are liable to be terminated without assigning any reason or notice.			
DATE :		SIGNATURE :	
<b>FOR OFFICIAL USE</b>			
Considered SUITABLE / NOT SUITABLE for the position of		In the Office	
Interviewed by		Date of Interview	
Signature: HELP Division		Date:	