



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

(Applications without
complete contact
details will not be
accepted)

4. (A) AGE :

(B) DATE OF BIRTH :

(C) CITIZENSHIP -

5. EDUCATIONAL QUALIFICATIONS :

NAME OF THE INSTITUTE & ADDRESS (START FROM HIGH SCHOOL)	YEAR OF		CERTIFICATE DIPLOMA/DEGREE (Mention Course Name / Subject)	DIVISION/ PERCENTAGE
	ENTERING	LEAVING		
			10 th	
			12 th	
			Degree	
			Master Degree	
			Other Specialization	

6. LANGUAGE (Mention Level of Competence)

Level I : Rudimentary

Level II : Limited Knowledge

Level III : Good Working Knowledge

Level IV : Fluency

Level V : Interpreter

LANGUAGES KNOWN	SPOKEN	READ	WRITTEN

7 (A) CAN YOU TYPE :

YES/NO

IF SO AT WHAT SPEED (WPM)

(B) COMPUTER SKILLS – WORD PROCESSING : YES/NO

OTHERS:

8 CURRENT EMPLOYMENT:

A] NAME & ADDRESS OF PRESENT EMPLOYER

B] EMPLOYED SINCE

C] PRESENT DESIGNATION & SUMMARIZED DESCRIPTION

D] FOR EXTERNAL CANDIDATES ONLY

PRESENT ANNUAL GROSS SALARY : Rs.

OTHER BENEFITS

EXPECTED ANNUAL GROSS SALARY : Rs.

E] FOR INTERNAL CANDIDATES ONLY

I] POSITION GRADE:

II] PERSONAL GRADE / STEP:

III] MENTION AWARDS & CERTIFICATE OF APPRECIATION RECEIVED DURING YOUR EMPLOYMENT WITH THE U.S. GOVERNMENT:

F] i) WHOM DO YOU REPORT TO?

ii) WHO REPORTS TO YOU?

G] REASON FOR WANTING TO LEAVE:

9. PREVIOUS EMPLOYMENTS: Please provide details of all positions held-starting with your present employment and going back to the first – in the space below: (Please use additional sheets if more space is required)

EMPLOYER'S NAME & ADDRESS	TITLE	PERIOD WORKED		KEY RESPONSIBILITIES	REASON FOR LEAVING
		FROM	TO		

17. REFERENCES. PROVIDE FULL CONTACT DETAILS AND THE CURRENT DESIGNATION OF **THREE 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. [References other than specified will not be considered]

	<u>REFEREE 1</u>	<u>REFEREE 2</u>	<u>REFEREE 3</u>
NAME			
ADDRESS			
EMAIL ID			
TELEPHONE NO.			
ORGANIZATION			
DESIGNATION			
PROFESSIONAL RELATIONSHIP WITH YOU			

18. 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 :

FOR OFFICIAL USE

RECEIVED STAMP : HR Division

Date: