

## 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						ta	Attach Photograph taken within past 3 months	
4. (A) AGE :	(B) DATE OF BIRTH: (C) CITIZENSHIP							
5. MARTIAL STATUS (SING	LE/MARRIED/V	VIDOWED/DIVORC	CED)					
6. EDUCATIONAL QUALIFIC	CATIONS :							
NAME OF THE INSTITUTE & ADDRESS (START FROM HIGH SCHOOL)		YEAR OF		CERTIFICATE DIPLOMA/DEGREE		:	DIVISION/ PERCENTAGE	
10 <sup>th</sup>		ENTERING	LEAVING					
12 <sup>th</sup>								
Degree								
-3								
7. LANGUAGE		SPOKEN			READ		WRITTEN	

8 (A) CAN YOU TYPE :	YES/NO	IF SO AT W	/HAT SPEED	
(B) COMPUTER SKILLS – WORD PROCESSING :	YES/NO	OTHERS:		
9 (A) NAME & ADDRESS OF PRESENT EMPLOYER				
EMPLOYED SINCE			PRESENT TITLE	
(B) FOR EXTERNAL CANDIDATES ONLY				
PRESENT SALARY : (GROSS) Rs. (ATTACH CERTIFICATE)		PER YEAR	OTHER BENEFITS	S
SALARY EXPECTED : (GROSS) Rs. (C) FOR INTERNAL CANDIDATES ONLY			PER YEAR	
POSITION GRADE:	PERSONAL GRAI	DE / STEP:		
MENTION AWARDS & CERTIFICATE OF APPRECIATE MENTION WITH THE U.S. GOVERNMENT:	TION RECEIVED DUR	ING YOUR		
(D) SUMMARY OF PRESENT ROLE:				

(E) REASON FOR WANTING TO LEAVE :			
10. PREVIOUS EMPLOYMENTS	1		
EMPLOYER'S NAME & ADDRESS	TITLE	PERIOD WORKED FROM TO	REASON FOR LEAVING

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? DESCR				DESCRIBE R	ERELATIONSHIP		
13. HAVE YOU BE	EEN INTERVIEWED BY USAID E	BEFORE? I	IF Y	ES, FOR WHICH POST AND	O WHEN?		
14. HAVE YOU EV	/ER WORKED FOR USAID BEF	ORE? IF Y	ES,	GIVE DETAILS :			
15. ARE YOU A G	REEN CARD HOLDER? IF YES,	, GIVE DET	ΓΑΙΙ	S:			
16. IF SELECTED	HOW MUCH TIME WOULD YOU	U REQUIR	ΕT	O JOIN?			
17. REFERENCES		RECTLY II	N T	HE PAST. REFERENCE OF			SIONAL REFERENCES, WHO OR IS OPTIONAL. USAID WILL
	CONTACT ONLY THOSE REFERENCES PROVIDED BY YOU.  ADDRESS IN FULL (INCLUDING PHONE NOS AND EMAIL ADDRESS)				OCCUPATION		
				,	2112307		
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:							
FOR OFFICIAL USE							
Considered SUITABLE / NOT SUITABLE for the position of In the Office							
Interviewed by						Date of Interview	
Signature: HELP Division						Date:	