



Community Trust Fund

EMPLOYMENT APPLICATION FORM

Position Applied for:

I. PERSONAL DETAILS

Name with Initial	:	
Address for communication	:	
Contact Number :	:	
E-mail	:	
Age and Date of Birth	:	
Gender	:	
Marital status	:	
Any special information about your family	:	
Religion & Caste (optional)	:	

I.1 Language skills

Language	Speak	Write	Comprehend

II. EDUCATIONAL QUALIFICATIONS (please begin from the latest one)

Degree / Qualification	Subjects specialized	University / Institution	Year of completion	% of Marks / No. of Credits scored

II.1 Academic Achievements (Any meritorious awards, scholarships, etc.,)

1	
2	
3	

II.2 Technical qualifications / Skills (computer, etc.,)

Details of qualifications, skills	Level of expertise	Details of Certification if any

II.3 Professional courses / Training undergone (please present only the important ones)

#	Details of Course / Training	Period		Venue	Institution
		From	To		
1					
2					
3					
4					
5					
6					

III. WORK EXPERIENCE (please begin from the latest one)

#	Name of the Employer	Positions held	Period		Reasons for leaving
			From	To	

III.1 Please brief the major responsibilities only, that you have held during the last 2 years

III.2 Please list the major Achievements / Significant contributions that you have made during the past 3 years of your career.

III.3 Specialized skill / Knowledge areas (please specify at least 3 important areas where you have independent command and expertise)

1	
2	
3	

III.4 What is the salary per month you expect?

IV. PUBLIC LIFE

A. Membership details

S. NO.	Names of the Campaigns / Movements / Organizations in which you are a member	Focus of the organization in which you are a member	Type of membership / Position	Period	
				From	To
1					
2					
3					
4					

5					
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V. FLEXIBILITY

a. Do you have any work related constraints? If yes, please tick the relevant ones.

Working for extended hours		Working in villages	
Making long / frequent travels		Working in Teams	
Writing reports		Personal / family constraints	
Any other (please specify)			

VI. REFERENCES (At least two referees, preferably your previous employers who could vouch for your career history)

#	Name & Profession	Office / Contact address	Contact Phone	E-mail
1				
2				

Date:

Signature of the Applicant