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| **AN EQUAL OPPORTUNITY EMPLOYER**  WWF provides equal employment opportunity and affirmative action for all qualified individuals regardless of race, color, gender, national origin, disabled or veteran status and promotes affirmative action to assure equal employment opportunities.  *The fields marked in are compulsory. Please ensure you have provided all details.* | | | | | | | | | | | | | | | | | |
| **Application for the Position of:** | | | | | | | | | | | | | | | | | |
| **First Name:** | | | | | **Family Name:** | | | | | | | **Middle Name:** | | | | | |
| **Nationality:** | | | | | | | | | | **Citizenship Number:** | | | | | | | |
| **Date of Birth: (MM/DD/YY)** | | | | | | | | | | **Address:** | | | | | | | |
| **AD:**  **BS:** | | | | | | | | | | **Province:**  **District:**  **Ward:** | | | | | | | |
| **Email: *(Please provide at least 1 email address)*** | | | | | | | | | | **Tel: *(please provide at least one contact number)*** | | | | | | | |
|  | | | | | | | | | | **Residence:**  **Office:**  **Mobile:**  **Skype ID:** | | | | | | | |
| **How were you referred to WWF?** | | | | | | | | | | | | | | | | | |
| **Job Advertisement  Newspaper’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Social Media  If yes, which: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **WWF Website**  **WWF Employee**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | |
| **Have you filled out an application or sent a resume to WWF before?** | | | | | | | | | | | | | | | | | |
| **Yes**  **Date\_\_\_\_\_\_\_\_ Position/s Applied For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No** | | | | | | | | | | | | | | | | | |
| **Do you have any relatives, friends, professional and/or academic associations in WWF?** | | | | | | | | | | | | | | | | | |
| **Yes**  **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No** | | | | | | | | | | | | | | | | | |
| **Academic Qualification** *Give full details of qualifications* ***including SLC/10th Standard****. Please give exact titles of degrees in original language* | | | | | | | | | | | | | | | | | |
| **Degrees** | | **Name of School / College / Institution** | | | | **Address** | | | **Specialization/ Major Subjects** | | | **Board / University** | | | | | **Year** |
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| **A RESUME MAY NOT TAKE THE PLACE OF COMPLETING THIS SECTION**  **Professional Experience**  *Starting with your present post, list in reverse order the last 3 employment you have had. Please feel free to add more if you find relevant* | | | | | | | | | | | | | | | | | |
| **1. Present Post**    (Last Post, if not presently employed) | | | | | | | | | | | | | | | | | |
| **Exact Title of Your Post:** | | | | | | | | **Name and Address of**  **Employer:** | | | | | | | **Name and title of**  **Supervisor:** | | |
| **From** | | | **To** | | | | | **Basic Salary:** | | |
| **Brief Description of Your Duties** | | | | | | | | | | | | | | | **Any other position/s held in the organization** | | |
| **2. Previous Posts   (In Reverse Order- i.e. Most Recent Posts First)** | | | | | | | | | | | | | | | | | |
| **Exact Title of Your Post** | | | | | | | | **Name and Address of**  **Employer** | | | | | | | **Name and title of**  **Supervisor:** | | |
| **From** | | | **To** | | | | | **Basic Salary:** | | |
| **Brief Description of Your Duties** | | | | | | | | | | | | | | | **Any other position/s held in the organization** | | |
| **3. Previous Posts** | | | | | | | | | | | | | | | | | |
| **Exact Title of Your Post** | | | | | | | | **Name and Address of Employer** | | | | | | | **Name and title of**  **Supervisor:** | | |
| **From** | | | **To** | | | | | **Basic Salary:** | | |
| **Brief Description of Your Duties** | | | | | | | | | | | | | | | **Any other position/s held in the organization** | | |
| **Specialized/Technical training or qualifications**  *Please list names of any specialized technical trainings or qualifications that you have*  ***(Please do not include workshops or seminars attended)*** | | | | | | | | | | | | | | | | | |
| **Name of the**  **Training** | | | | **Conducted by (Agency/Individual)** | | | | | **Place** | | | | | **Duration** | | | |
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| **Languages Known: List Mother Tongue First** | | | | | | | | | | | | | | | | | |
| **Language** | **Read** | | | | **Write** | | | | | | **Speak** | | | **Understand** | | | |
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| **List membership of professional societies and activities in civic, public or international affairs** | | | | | | | | | | | | | | | | | |
| **1.**  **2.** | | | | | | | | | | | | | | | | | |
| **Please list Awards received if any** | | | | | | | | | | | | | | | | | |
| **1.**  **2.** | | | | | | | | | | | | | | | | | |
| **Any Significant Publication** *(do not attach the publication)* | | | | | | | | | | | | | | | | | |
| **1.**  **2.** | | | | | | | | | | | | | | | | | |
| **Based on the ToR of the applied position, summarize special job-related skills relevant to this particular position or state why you are fit for this position (In not more than 250 words)** | | | | | | | | | | | | | | | | | |
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| **Briefly state why biodiversity and environment conservation is important to you, drawing on your personal experiences and/or projects.** | | | | | | | | | | | | | | | | | |
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| **Name of Reference** *Please provide three professional references including at least one from a previous supervisor.* | | | | | | | | | | | | | | | | | |
| **Salutation** | **Name** | | | **Title** | | | **Organization** | | | | **Nature of Professional Relation** | | **Email** | | | **Phone** | |
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| **Have you any objection to our making inquires with the above references?** | | | | | | | | | | | | | | | | | |
| **Yes**  **Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No** | | | | | | | | | | | | | | | | | |
| **Expected Basic Salary (Please specify details as necessary)** | | | | | | | | | | | | | | | | | |
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| **Have you ever committed, been convicted of, or prosecuted for, any criminal offence? Have you ever been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law?** | | | | | | | | | | | | | | | | | |
| **Yes  Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No** | | | | | | | | | | | | | | | | | |
| **Have you ever committed, been investigated for, been prosecuted for, had a finding against you for, or been convicted of an offence for, engaging in sexual exploitation and/or abuse?** | | | | | | | | | | | | | | | | | |
| **Yes  Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No** | | | | | | | | | | | | | | | | | |
| **Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware?** | | | | | | | | | | | | | | | | | |
| **Yes  Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No** | | | | | | | | | | | | | | | | | |
| **APPLICANT'S STATEMENT** | | | | | | | | | | | | | | | | | |
| I certify that all employment application information provided is true and complete, and hereby authorize World Wildlife Fund or its representatives to investigate the accuracy of my statements.  It is understood that false or misleading information will disqualify me for employment, or will result in immediate dismissal if I am employed by WWF.  I hereby authorize and release from any liability, all individuals and organizations to supply information in complete confidence concerning my background, prior work performance, reputation, and character. I understand that this application is not intended to be a contract of employment.  Applicant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  *(Please print name in case you do not have a digital signature)* | | | | | | | | | | | | | | | | | |
| **PHOTOGRAPH**  *In case you are unable to paste your photograph below, please send the same as a separate attachment* | | | | | | | | | | | | | | | | | |
| *Please attach*  *photo here* | | | | | | | | | | | | | | | | | |