

## Application Form

**Confidential**

Please complete clearly in type Marked “Confidential” and return to

By email (preferred mode): [waindhr@wateraid.org](mailto:waindhr@wateraid.org)

By Courier/Post: WaterAid, 403-408, 4th Floor, CNI Bhavan 16 Pandit Pant Marg, New Delhi-110 001

Post applied for	
Location	
Date of application	
Where did you see this post advertised?	

### 1. Personal Details

(Ms, Miss, Mrs, Mr,) First Name Surname	
Address	
Pin code	
Mobile	
Telephone – Residence	
Telephone Office (Discretion will be used with work telephone numbers)	
Email address	
Age and Date of Birth	

### 2. Education Qualification and Training (Schools, Colleges, University etc)

Post Graduation Professional Qualification	
Month Year of Qualification	
From Institution:	

List all education qualification qualifications starting from school Final

Institution	From	To	Qualification / result

### 3. Other trainings / qualifications including relevant short in – service training courses

Course	From	To	Details

#### 4. Total Experience

Total Years of Experience	
Year of first employment	

#### 5. Current Most Recent Employment

<b>Name of the Current/ most recent employer (Organisation and Head)</b>	
Address	
<b>Job Title</b>	
<b>Summary Duties</b>	
<b>Current Salary</b>	
<b>Date of Appointment</b>	
<b>Notice Period</b>	

#### 6. Employment History

In chronological order starting from your present or most recent employer first

Name of Organisation	From MM/YY	To MM/YY	Job Title	Location	brief description of duties	Salary Drawn Gross/pa	Reason for leaving

### **7. Further information**

Please use the space below to describe how your experience, skills, knowledge and qualities make you suitable for appointment to this post using the sub headings according to the selection criteria in the person specification provided in this pack. You can list experience and knowledge gained from current and previous employment, voluntary work and any other activities which you consider relevant to this post. Short listing is based only on the information you provide and on your ability to meet the selection criteria described in the person specification for this post.

**8. References** (one should be your current and most recent employer)

References will normally only be taken up for the successful candidate and will be considered by the selection panel after the interviews have taken place.

	<b>Referee 1</b>	<b>Referee 2</b>
Name		
Job Title, Organisation		
Address		
Pin code		
Mobile		
Telephone		
Official Email		