**Application Submission Form for the Position of**

Attach Photograph

**Professionals of KGF**

|  |  |
| --- | --- |
| **S/N** | **Applicant’s Information**  |
| 1. | **Name of the position for applied**:  |  |
| 2. | Name of applicant:Father’s Name:Mother’s Name: |  |
| 3.  | **Mailing address with contact no:** |  |
| 4. | **Permanent Address:** |  |
| 5. | **Date of Birth:** |  |
| **Age on 25/5/2021:**  | **Year: Month: Day:** |
| 6. | Nationality:Religion: |  |
| 7. | **Membership of professional society:** |  |
| 8. | **Academic qualification:** |  |
|  | School/ college/university attended | Examination passed | Year | Division/Class/Grade (out of scale) obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 9. | **Training Received:** |
|  | 1. In Country
 |
| i. | Name of Training | Duration (Days) | Institution & Country  | Grade/Certificate/Diploma  |
| ii. |  |  |  |  |
| iii. |  |  |  |  |
| iv. |  |  |  |  |
| v. |  |  |  |  |
| 1. Abroad/ Overseas
 |
| vi. |  |  |  |  |
| vii.  |  |  |  |  |
| viii. |  |  |  |  |
| ix. |  |  |  |  |
| x. |  |  |  |  |
| 10. | **Languages and degree of proficiency: (Excellent/Very good/Good)** |
|  | Language | Speaking | Reading | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 11. | **Employment/Service records (**Employer/ Employers Organization Name):(please attach a list of service records/experience from last to first position following the same style) |
|  |  | Employer 1 |  |  |
|  | Designation:  |  |  |
| Duration: | From: |  To: |
| Description of the duties (Not more than eight) |
| i. |  |  |
| ii. |  |  |
| iii. |  |  |
| iv. |  |  |
| v. |  |  |
| Employer 2 |  |  |
| Designation:  |  |  |
| Duration: | From: |  To: |
| Description of the duties (Not more than eight) |
| i. |  |  |
| ii. |  |  |
| iii. |  |  |
| iv. |  |  |
| v. |  |  |
| \*12. | **Number of publications: (please attach a list of publication)** |
|  | Scientific Papers:As principal author:1. National
2. International
 | As co-author:1. National
2. International
 |
| Popular articles:  |  |
| \*13. | **Number of papers presented in different national & international seminars /symposiums/ workshops: (please attach a list of papers)** |
|  | National: | International: |
| \*14. | **Number of Projects prepared & implemented: (please attach a list of projects)** |
|  | Projects prepared: |  |
| Projects implemented: |  |
| Policy Papers: |  |
| \*15. | **Outstanding Achievements/ Contributions:** |
| 16. | A brief write-up justifying applicant’s suitability for this position: within 250-300 words.  |
| 17. | Computer literacy: |  |  |
| 18. | Certification: |
| I, the undersigned, certify that to the best of my knowledge and belief, information provided in this application about myself, my qualifications and my experience are true. I also understand that any willful miss statement described herein may lead to my disqualification or dismissal, if engaged.Signature:Date : |

**\*For the post of Manager (Accounts & Finance) and Assistant manager(Establishment), the serial number 12, 13 14 and 15 are not applicable.**