** Kathmandu University**

**Application Blank for Faculty Position**

**(Contract)**

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| **For Official Use only**  Job Notice Number and Date*Read and follow carefully all directions. Please type or print in black. Give clear, concise and complete information in each case as required. Candidates are short-listed solely on the basis of information provided here. Use additional sheets if necessary.* | Attach a recent passport size photo here |

1. **Position Identification**

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| 1. Position Applying for

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Area of Specialization

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. School

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Personal Identification**

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| --- | --- | --- | --- | --- |
| 1. Name

 *In English**In Nepali* | 1. Family Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. First Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Middle Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. Sex (*cross one*)

 Male Female [ ] [ ] |
| 9. Date of Birth  | In BS: Day \_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_  | In AD: Day \_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_ |
| 10. Nationality \_\_\_\_\_\_\_\_\_\_\_\_\_ | 11. Citizenship: Number and Issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  12. Civil Status (*cross one*) Married with children [ ] Married [ ] Single [ ] Other [ ]  |
| 13. Father/Mother: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_14. Husband/Wife: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 15. Address  | Permanent Address  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Competency Profile**

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| 16. Educational Attainment(start with the most recent one and work backward till intermediate or + 2 degree)  |
| Degree Earned | Division or Grade Obtained | Area of Specialization | Study Program (From – To)  | Awarding University or Board | Country |
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| 17. Professional Training and Development(four most important and relevant to faculty role)  |
| Course Attended | Year and Net Duration | Providing Institution  | Focus Competencies | Country |
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| 18. Special Skill and Ability |
|  English Language | Level of proficiency Excellent [ ] Very Good [ ] Good [ ] Fair [ ]  |
|  Additional Language (*specify*) | Level of proficiency Excellent [ ] Very Good [ ] Good [ ] Fair [ ]  |
|  Relevant Computer Skill | Level of proficiency Excellent [ ] Very Good [ ] Good [ ] Fair [ ]  |
|  Other Skill (*specify*) | Level of proficiency Excellent [ ] Very Good [ ] Good [ ] Fair [ ]  |
|  Other Skill (*specify*) | Level of proficiency Excellent [ ] Very Good [ ] Good [ ] Fair [ ]  |

1. **Work Experience (recent three with the most recent first)**

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| 19. Current or Last Employer |
| Organization | Address (with telephone #) | Position Title | Position Level | Tenure (From - To) | Gross Annual Salary | Supervisor |
|  |  |  |  |  |  |  |
| Summarize your responsibilities in the position and list reasons for leaving or wanting to leave the job: |

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| 20. Previous Employer |
| Organization | Address (with telephone #) | Position Title | Position Level | Tenure (From - To) | Gross Annual Salary | Supervisor |
|  |  |  |  |  |  |  |
| Summarize your responsibilities in the position and list reasons for leaving or wanting to leave the job: |

1. **Professional Output**

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| 21. Research/ Publication (four important research reports, journal articles, book articles, and books with the recent first) |
| Title | Authored/ Coauthored | Year Published | Published in/ as | Publisher and Country |
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| 22. Professional Association, Contributionand Achievement (summarize the most relevant professional membership, activities, achievements, and awards)  |
| Professional Membership | Professional Activities  | Special Services and Contributions | Awards Received |
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1. **Reference**

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| 23. Two references, including one recent employer and another university teacher, who may evaluate your professional competency and contribution. |
| Name | Position | Organization | Contact Point | Relation |
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1. **You as a KU Faculty Applicant**

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| 24. Write, in not more than 100 words, why you want to join KU and why you think you are a suitable candidate for KU’s faculty. |
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**Declaration**

I hereby affirm that the information I have provided in this application blank is complete and correct to the best of my knowledge. I understand and accept that any wrongful representation, falsification, or omission of information will be the ground for rejection of my application for employment and for immediate dismissal at any point in time if already employed. I authorize for a thorough investigation into the information provided here in connection with this application, if the University deems it necessary. .

I have read and affirm as my own the above statement. I hereby apply for employment in KU. If hired as a faculty, I will comply with all the rules, regulations and conditions of the University.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicant’s Full Signature Date