

## Application Form

**Confidential**

Add a recent photo  
(soft copy)

Please complete clearly in type or black ink Marked "Confidential" and return to  
By email (preferable): [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. 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>	

#### 5. Other employment / Experience

Total Years of Experience	
Year of first employment	

Please include experience since the beginning

Name of employer	From	to	Job title	brief description of duties	Reason for leaving

#### 6. Further information

Tell us briefly how your Competencies experience, skills, knowledge and qualities make you suitable for appointment to this post.

*Short-listing will be based only on the information provided and on your ability to meet the selection criteria described in the person specification for this post. You may wish to list your experience etc under sub-headings according to the selection criteria. Remember that we will only be able to shortlist you if you give the necessary evidence in this form and continuation sheets. Continue overleaf and on a separate sheet if necessary.*

#### 7. 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.

1	Name	
	Job Title, Organisation	
	Address	
	Pin code	
	Mobile	
	Telephone	
	Official Email	

2	Name	
	Job Title, Organisation	
	Address	
	Pin code	
	Mobile	
	Telephone	

Official Email	
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