|  |
| --- |
|  |

PMF Template 2.1.4.1

UMN Application Form

For the position of Receptionist and Administrative Officer at UMN

VERSION: January 2024

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Gender |  |
| Date of birth (AD) (dd/mm/yyyy) |  | Age |  | Marital status |  |
| Nationality |  | Permanent address |  |
| Email address |  | Postal address (if different) |  |
| Mobile number (if appropriate) |  | Telephone |  |
| If you have any disability, please mention your disability  |  | If yes, please mention your disability ID card (Blue, Yellow, White) |  |

# Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Subject | Institution | Date | Results |
| E.g. BA | E.g. Business Studies | E.g. Kathmandu University | E.g. 2003-2006 | E.g. 1st division |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Work Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
|  |

# Job Specific Questions

(We strongly encourage you to use your own opinion and words while answering the questions. If your answers are from some other source, please provide the reference)

|  |  |
| --- | --- |
| 4.1 | What tools or systems have you used for administrative tasks such as scanning, filing, handling mail, and operating a phone system? Please provide specific examples. Also, please describe your experience in managing office records and consumable stock (e.g., fuel, gas, stationery). How do you ensure accuracy and timely reporting? |
|  |
| 4.2 | Have you ever provided logistical support for meetings, workshops, or events? If yes, briefly explain your role and the types of arrangements you handled. |
|  |
| 4.3 | Please give an example of how you handled a task involving coordination with multiple departments or service providers (e.g., for payment processing, asset tracking, or vehicle documentation). |
|  |
| 4.4 | Do you have experience working with Human Resources Information System (HRIS) a software tools or HR processes such as staff recruitment, enrolment in Social Security Fund (SSF) or medical plans? Please explain. |
|  |
| 4.5 | In your view, what makes a strong and supportive team culture, and how would you contribute to building that in this role? |
|  |

# UMN General Questions

|  |  |
| --- | --- |
| 5.1 | Describe a time when you have improved and changed something for the better. |
|  |
| 5.2 | In your current (or most recent) job, how did you share information, skills & knowledge with others? |
|  |
| 5.3 | Describe a time when you have shown great flexibility in your job, and describe the effect you had. |
|  |
| 5.4 | UMN is a Christian development organisation. What do you understand by this, and why are you attracted to working with this organisation? |
|  |
| 5.5 | Tell us about a time when you took deliberate action to promote GEDSI. What specific steps did you take, and how did your efforts create meaningful change for individuals or communities? |
|  |
| 5.6 | Choose 2 of the 6 UMN values that you feel to be most important; for each describe a time when you acted in accordance with that value in the workplace.  |
|  | UMN values: | * Integrity
* Love and service
* Equity and social justice
 | * Innovation and creativity
* Special concern for poor and marginalised people
* Care for the environment
 |
| Value Example 1: |  |
| Value Example 2: |  |

# Language Skills

|  |  |  |
| --- | --- | --- |
| Language | Level of spoken competence | Level of written competence |
|  | E.g. basic, intermediate, fluent | E.g. basic, intermediate, advanced |
| Nepali |  |  |
| English |  |  |
| Other |  |  |  |
|  |  |  |  |

# Computer Skills

|  |  |
| --- | --- |
| 7.1 | Please describe your level of computer literacy, stating applications of which you are a competent user. |
|  |

# Other Relevant Training/Information

|  |  |
| --- | --- |
| 8.1 | Please detail other relevant training or information which you feel may support your application. |
|  |
| 8.2 | Have you ever been accused of or convicted for any criminal offenses and/or any form of sexual harassment, exploitation, or abuse? |
|  |
| 8.3 | Please state monthly salary of your present job or most recent job (according to specification under 3). |
|  |
| 8.4 | Please state how soon would you be able to start working for UMN if you were offered the post? |
|  |
| 8.5 | Specifically for Individuals with Disabilities:Do you need any specific Reasonable Accommodation[[1]](#footnote-1) for your assessment process? Or you have any mobility or communication constraints so that we can manage friendly assessment? |
|  |

# References

Please provide the names of 2 professional people to give references, one of which must be your current work supervisor/employer. UMN will not approach these referees before informing you.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Job Title | Organisation | Contact Information  |
|  |  |  | Include postal address, email address & phone number if possible |
|  |  |  |  |
|  |  |  |  |

# Signatures

(If you email the form, please add your electronic signature. If you don’t have an electronic signature, you can leave this blank)

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| How/Where did you learn about this vacancy? |  |

1. Necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms- UNCRPD, article 2 [↑](#footnote-ref-1)