



H/no – 1-8-4, near St. Mary's English Medium School, Cantonment, VIZIANAGARAM, Andhra Pradesh, INDIA, 535 003  
 Phone: No. (0091) 8922 2374141, Email: [brighterfutureindia@gmail.com](mailto:brighterfutureindia@gmail.com), [www.bfdtindia.org](http://www.bfdtindia.org)

## APPLICATION FOR EMPLOYMENT — CONFIDENTIAL

Please complete the relevant sections. Keep responses within the stated word limits.

### 1. POSITION APPLIED FOR

|                                       |                        |
|---------------------------------------|------------------------|
| Position applied for                  | Date available to join |
|                                       |                        |
| How did you hear about this position? |                        |
|                                       |                        |

### 2. PERSONAL DETAILS

|                                                                         |                 |                          |
|-------------------------------------------------------------------------|-----------------|--------------------------|
| Full name                                                               | Date of birth   | Gender                   |
|                                                                         |                 |                          |
| Father's / Mother's / Spouse's name                                     | Mobile number   | Alternate contact number |
|                                                                         |                 |                          |
| Email address                                                           | Languages known |                          |
|                                                                         |                 |                          |
| Full current residential address (include district, state and PIN code) |                 |                          |
|                                                                         |                 |                          |

### 3. EDUCATION, PROFESSIONAL QUALIFICATIONS & TRAINING

List relevant qualifications and training, starting with the most recent.

| Qualification/course | Institution | Year | Grade/percentage | Relevant training/remarks |
|----------------------|-------------|------|------------------|---------------------------|
|                      |             |      |                  |                           |
|                      |             |      |                  |                           |
|                      |             |      |                  |                           |

### 4. EMPLOYMENT HISTORY

Start with your present or most recent role. Include relevant previous roles.

| Employer/organisation | Job title | Dates | Main responsibilities and achievements | Reason for leaving |
|-----------------------|-----------|-------|----------------------------------------|--------------------|
|                       |           |       |                                        |                    |
|                       |           |       |                                        |                    |
|                       |           |       |                                        |                    |

## 5. RELEVANT EXPERIENCE AND ACHIEVEMENTS

**Describe one successful project, proposal or programme you helped design, develop or deliver. State your role and the result.** *(Maximum 150 words)*

**Describe your experience managing, supervising or supporting a team, including how you monitor work and ensure accountability.** *(Maximum 120 words)*

**If relevant to the role, describe your experience working with children and/or vulnerable adults. Include your responsibilities and approach to their safety and wellbeing.** *(Maximum 120 words)*

## 6. INTEREST IN BFDT AND THE ROLE

**Why are you interested in this position with BFDT, and what would you contribute to the organisation's work?** *(Maximum 150 words)*

## 7. COMPUTER AND OTHER PROFESSIONAL SKILLS

| Computer skills/software   | Communication skills | Other professional skills     |
|----------------------------|----------------------|-------------------------------|
|                            |                      |                               |
| Driving licence (Yes / No) |                      | If yes, licence class/details |
|                            |                      |                               |

## 8. WORK LOCATION AND DAILY ATTENDANCE

BFDT operates an in-office working policy. The position is based in Vizianagaram.

- Are you willing and able to travel to the BFDT office in Vizianagaram each working day? Yes ☐ No ☐
- If not currently living within daily commuting distance, would you be willing to relocate? Yes ☐ No ☐ Not applicable ☐

## 9. SAFEGUARDING AND DECLARATION

BFDT is committed to safeguarding children and adults at risk and has zero tolerance for abuse, exploitation, neglect or discrimination. Recruitment may include reference checks, verification of qualifications and identity, police/criminal record checks where lawful and appropriate, and other safeguarding checks.

**Have you ever been subject to disciplinary action, dismissal, investigation or a safeguarding concern relating to children or adults at risk?** Yes ☐ No ☐

- If yes, please provide details on a separate sheet.
- If no, please provide a no objection certificate

**Please disclose any convictions, pending criminal proceedings or other matters that you are legally required to disclose for this position. Do you have any such matter to disclose?** Yes ☐ No ☐

If yes, please provide details on a separate sheet.

## 10. REFEREES

Provide two referees. Where possible, one should be your current or most recent employer. Please ensure they may be contacted.

| Referee details         | Referee 1 | Referee 2 |
|-------------------------|-----------|-----------|
| Full name               |           |           |
| Organisation            |           |           |
| Position / relationship |           |           |
| Email address           |           |           |
| Telephone               |           |           |
| Address                 |           |           |

## 11. DOCUMENTS AND VERIFICATION

Tick documents currently available:

- |                                                                     |                                                          |
|---------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Updated CV / résumé                        | <input type="checkbox"/> Address proof                   |
| <input type="checkbox"/> Educational certificates                   | <input type="checkbox"/> Experience/service certificates |
| <input type="checkbox"/> Professional certificates/training records | <input type="checkbox"/> Other relevant documents        |
| <input type="checkbox"/> Identity proof                             |                                                          |

If successful, BFDT may request original documents for verification at the appropriate stage of recruitment.

## 12. APPLICANT DECLARATION

I declare that the information provided in this application is true, accurate and complete to the best of my knowledge. I understand that false or misleading information may affect my application or employment. I authorise BFDT to verify the information provided, including qualifications, employment history and references, as appropriate to the role.

| Applicant signature | Date | Place |
|---------------------|------|-------|
|                     |      |       |

## 13. FOR BFDT OFFICE USE ONLY

| Application received date        | Shortlisted (Yes / No)     | Interview date                |
|----------------------------------|----------------------------|-------------------------------|
|                                  |                            |                               |
| Interview panel / interviewer(s) | Reference checks completed | Safeguarding checks completed |
|                                  |                            |                               |
| Final decision / remarks         |                            |                               |
|                                  |                            |                               |