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| INLINE |        | - Mir Plaza old PIA Chowk, Chitral  - +92-943-414583  - inlin@qashqar.com  - http://inline.qashqar.com |

Associate Trainer Application Form

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| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED AS CONFIDENTIAL**  **Please note that we will contact you for interview Within one week after receiving your application** |

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| **Section 1 – Personal Profile** |



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| **Section 2 – Personal Details** |

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| **Full Name:** |  |

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| --- | --- | --- | --- |
| **Complete Address:** |  | | |
|  | | | |
| **Contact Number:** | | **Tel:** | **Mobile:** |
| **CNIC Number** | |  | |

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| --- | --- |
| **E-mail address:** |  |

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| --- | --- | --- | --- | --- | --- |
| **Gender?** |  |  |  | **Date of Birth** |  |

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| --- | --- | --- |
| **What is your employment Status?** |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **What is Your Field of Expertise?** |  | Business Management |  | Gender & Development |  | Report Writing |
|  | Career Counselling |  | HR Management |  | Social Mobilization |
|  | Communication Skills |  | Business Planning |  | Value Chain |
|  | Community Management |  | Office Automation |  | Time Management |
|  | Community Mobilization |  | Leadership Management |  | Youth Development |
|  | Marketing Management |  | Presentation Skills |  | Youth Support Services |
|  | Disaster Risk Reduction |  | Proposal Writing |  | Report Writing |
|  | Enterprise Development |  | Record Keeping |  | Private Sector Development |

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| **Have You done any ToT?** |  |  | If yes please specify: |

You can use extra sheet for detail.

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| **What would be your minimum expected per day fee?** | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **Section 3 – Education Detail** |

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| --- | --- | --- | --- |
| Degree Name | Passing Year | Board/ University | Course / Examinations taken and Qualifications Gained (Specify Grades if applicable) |
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| **Section 4 – Training Detail** |

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| --- | --- | --- | --- | --- |
| S/# | Training Theme | Duration in Days | Course Outline | Institute/ Trainer Name |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

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| **Section 5 – Availability for InLine** |

**Please SELECT date as per your availability.**

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| JANUARY | | | | | | |  | FEBRUARY | | | | | | |  | MARCH | | | | | | |  | APRIL | | | | | | |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
|  |  |  |  | 1 | 2 | 3 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  |  | 1 | 2 | 3 | 4 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  |  |  |  | 29 | 30 | 31 |  |  |  |  |  | 26 | 27 | 28 | 29 | 30 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MAY | | | | | | |  | JUNE | | | | | | |  | JULY | | | | | | |  | AUGUST | | | | | | |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
| 31 |  |  |  |  | 1 | 2 |  |  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 | 4 |  | 30 | 31 |  |  |  |  | 1 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |  | 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 |  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |  | 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 |  | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |  | 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 19 | 20 | 21 | 22 | 23 | 24 | 25 |  | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |  | 28 | 29 | 30 |  |  |  |  |  | 26 | 27 | 28 | 29 | 30 | 31 |  |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| SEPTEMBER | | | | | | |  | OCTOBER | | | | | | |  | NOVEMBER | | | | | | |  | DECEMBER | | | | | | |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
|  |  | 1 | 2 | 3 | 4 | 5 |  | 31 |  |  |  |  | 1 | 2 |  |  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 | 4 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |  | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  | 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  | 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |  | 17 | 18 | 19 | 20 | 21 | 22 | 23 |  | 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 27 | 28 | 29 | 30 | 30 |  |  |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  | 28 | 29 | 30 |  |  |  |  |  | 26 | 27 | 28 | 29 | 30 | 31 |  |

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| **Section 6 – Employment Record (Paid & Voluntary)** |

**Please list chronologically, starting with current or last employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Date From:** | **Date To:** | **Job Title/Job Function/ Responsibilities:** | **Salary and Reason for Leaving** |
|  |  |  |  |  |
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| **Section 7 – Declaration** | | | | | |
| **I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment as a sessional trainer. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.** | | | | | |
|  | Signed: |  | **Date:** | 01/03/2015 |  |
| InLine undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection. After initial assessment, InLine may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details. | | | | | |