Please attach a copy of your most recent CV / resume. Please fill out this form yourself and make sure the information in your CV and this application are not copied from other sources. If information is found from other sources (i.e. google) your application will automatically be dismissed. Please include any volunteering history as well. If relevant, also attach samples of your work or portfolio. (Samples will not be returned, so we recommend that you do not give us original copies.)

About Purnaa:

Purnaa is a World Fair Trade Guaranteed company, an ethical manufacturer of different products that export to North America and Europe. Purnaa is a for-profit, social enterprise dedicated to creating training and employment opportunities for survivors of exploitation and discrimination in Nepal.

Our Company Values:

* + **Love**: We unselfishly choose what is good for others.
  + **Excellence**: We always do our best work, even in the small things. We always try to improve.
  + **Integrity**: We do the right and honest thing even when nobody is watching.
  + **Justice**: We give equal opportunity, fair rewards and consequences, and champion the rights of those who do not receive just treatment in society.
  + **Beauty**: We create beauty in our products, workplace, our environment, and in our lives.

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| --- | --- |
| I. Personal Information | |
| Full Name | | |
| Language(s) Spoken / Level of Fluency (Rate each on a scale of 1 to 5, 1 being basic phrases only and 5 being fluent speaking and reading.) | |
| Are you currently employed?  □YES / □NO | If yes, please describe your current employer and position. |
| What position are you interested in at Purnaa? If interested in a general internship or volunteering experience, please tell us you work interests. | |
| If selected for a position at Purnaa, what is the ideal time-window for you to begin work? | |

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| II. General Application Questions |
| 1. Please tell us your story. (Limit: 600 words) |
| 2. How did you hear about Purnaa? |
| 3. Why are you interested in working at Purnaa? (Limit: 250 words) |
| 4. Why is this a good time in your life to be doing this? (Limit: 250 words) |
| 5. What do you think you could contribute to the Purnaa team, business, and mission? (Limit: 500 words) |
| 6. At Purnaa we have 5 Company Values; love, excellence, integrity, justice and beauty (see above).  Please describe something you’ve done that represents these values and how your life aligns with them:  (*limit 500 words)* |
| 7. What do you anticipate would be most challenging for you about this experience? (Limit: 250 words) |
| 8. Do you have any physical, mental, or sensory health conditions which might affect your ability to live and work autonomously for at least several months in Nepal, or which should be considered in job placement? If so, please explain. |
| 9. Please explain how you cope with stressful situations. |
| 10. In which country/ies do you hold citizenship? |
| 11. Are you currently in possession of a valid passport? |
| 12. Please explain any relevant cross cultural experience you have to include listing country(ies) you have lived in or visited and how long in each (only list those stayed in longer than 2 weeks) |
| 13. Do you have any relevant samples of your previous work you can share with us? If so, please describe it here and provide a link or attachment. |

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| 1. Professional References (minimum of 2 required) | | | |
| Name | Relationship | Contact Phone | Email Address |
| Name | Relationship | Contact Phone | Email Address |
| Name | Relationship | Contact Phone | Email Address |
| Name | Relationship | Contact Phone | Email Address |

I confirm that all of the above information is true and accurate to the best of my knowledge and that I have not copied content from the internet or any other source. I understand that if my application is incomplete or inaccurate, I will automatically be disqualified from consideration for Purnaa employment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date (dd / mm / yyyy)

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