

EMPLOYMENT APPLICATION FORM**Date:**



POST APPLIED FOR :	
Name of the Candidate: _____ <small>(In Block Letters)</small>	Nationality : _____ Sex: Male / Female
Present Address :	Permanent Address :
Phone No.	Phone No.:
E-mail :	Cell No.:

Photograph

PERSONAL DATA :

Date of Birth:	Age :	Place of Birth :
Religion :	Height / Weight :	Marital Status :
Do you have Passport : YES / NO	Passport No.	Date of Issue :
		Place of issue
		Valid Till (date)
Do you own a Car:	A two wheeler :	Car & Tow wheeler :
Driving Licence No. :	Validity :	Place of issue :
Personal Identification Marks :		Blood Group :
Physical Disability, if any :		Major illness / Surgery, if any :

FAMILY DETAILS: (Please indicate Father, Mother, Wife, Son, Daughter and dependent brothers / sisters)

Sl. No	Name	Relationship	Age	Occupation

EDUCATIONAL QUALIFICATION (Start with the recent one up to SSLC / equivalent I)

Name and address of School / College University / Incertitude	Period		Examination Passed	Main subjects	Year of Passing	Class, % of Marks
	From	To				

EXPOSURE TO COMPUTER : (Please indicate the level of proficiency (P) on a scale of 1 (low) to 10 (High) in the column provided)

Language	P	Operating system	P	Applications / Packages	P	Hardware	P

PRESENT EMPLOYER: (Do not give details of your present employment here)

Start from your previous employment in a chronological order (Attach extra sheet if required)

Name and address of Employer	Period		Designation	Brief description of responsibilities	CTC per annum	Reason for leaving
	From	To				

PRESENT EMPLOYMENT:

Name and Address of the Employer :	
Nature of employer's Business :	Current Designation :
Approx. Annual Turnover :	Who do you report :
No of Employees :	Who reports to you :

Reason for change:

CAREER INFORMATION:

1. Please describe briefly significant achievements in your career so far. Highlight the results accomplished due to your own personal efforts:

2. Give an evaluation of your strengths:

3. Give an evaluation of your weakness:

4. What are your future career Plans:

5. What are the values and beliefs that have guided your life so far and how do you see them influencing your future?

TRAINING PROGRAMME ATTENDED, IF ANY:

Name of the Training Programme	Name of the Institute	Duration	Month and Year

DEPUTATION / VISITS ABROAD FOR TRAINING OR ON OFFICIAL ASSIGNMENTS:

Country	From	To	Purpose of Visit

INTEREST (Cultural, Sports, Community work and Hobbies from schools)

Year		Activity	Name of the Association	Office if held any
From	To			

GENERAL:

If you have any relatives/friends in this company / Group Companies, please give details :

Name : _____ Department: _____ Relationship: _____

Have you ever applied for a position with this company before : YES NO

When? _____ Which position? _____ What was the out come ? _____

Are you willing to work anywhere in India? If not, please state the constraining factors and your Location preference.

Are you under any legal obligation to your current employer? If Yes, Please specify:

How soon would be able to join with us :

Anything other information you wish to furnish?:

NEAREST PERSON TO BE INFORMED IN CASE OF EMERGENCY:

Name:	Address:
Relationship:	
Contact Number:	

LANGUAGES:

	Speak	Read	Write
Mother Tongue :			
Other Languages :			

REFERENCE: (Give reference under whom you have worked or who knows you ; professionally (other than your relatives)

Sl. No	Names	Position held and Organization	Address & Phone Nos.	Year of acquaintance

I hereby declare that all the foregoing information is true to the best of my knowledge and that any misrepresentation by me in this application will disqualify my candidature.

Current Salary (In detail) -

Expected Salary: -

Signature:.....

INTERVIEWER'S COMMENTS:

HOD / Dept Head	
HR	
President	
DC & CTO	

FOR OFFICE USE ONLY

SUITABLE / NOT SUITABLE :	
Designation :	Grade if any:
CTC per month:	CTC per annum:
Date of joining :	Reporting to :

Remarks (If any):

Signatures of the interview panels:

Signature				
Name				
Designation	Head-HR	HOD / Dept Head	President	DC & CTO