

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR

CLICK TO UPLOAD
/ PASTE YOUR
PHOTOGRAPH

1 PERSONAL DATA:

A Name in Full (Block Letters):

B Date of birth Age Sex

C Height cms Weight kgs

D Present Address:
 City: State PIN
 Phone(O): Phone(R) Email

E Permanent address:
 City: State PIN
 Phone(O): Phone(R) Email

F Marital Status: Spouse Profession: No. of children:

G Parent's Occupation: Brothers' / Sisters' Occupation

H Did you suffer from any major illness/ permanent disability?
 If any illness so, give details
 If any physical disability, give details

I Knowledge of Indian and Foreign Languages, indicate degree of proficiency (Fluent, Fair, Slight).

Language	Read	Write	Speak
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2 ACADEMIC BACKGROUND:

School/College	From	Year To	Diploma/ Degree	Year of Passing	Main Subjects	Grade/ % Marks
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3. EXTRA CURRICULAR ACTIVITIES:

4. PAST EMPLOYMENT HISTORY (Start with present job and work backwards)

From	To	Name of Organisation	Job Title	Responsibilities	Gross Salary p.a.

5. CURRENT EMPLOYMENT :

A Name:

B Present Address:

City: State PIN

Phone(O): Phone(R) Email

C Date of Joining Current Designation Since

D Reporting to - Name Designation Mobile

E Present Job Responsibilities

6. SIGNIFICANT ACHIEVEMENTS: Distinctions, Honours, Awards (Academic, Extra-curricular, Community) received

Year	Distinction/Honour/Award

7. ABOUT YOURSELF: What would you consider as your major career achievements, strengths and weaknesses?

Career Achievements

Strengths

Weaknesses

8. CHOICE OF CAREER : Outline briefly, in not more than 50 words, your reasons for applying to our organisation and choice of career

Career Choice

9. GENERAL INFORMATION

- a Are you related to any present/previous employee of the company?
 If yes, Name Relationship:
- b Who referred you to this Company?
- c Have you ever applied to this Company before? If yes, indicate year and position
- d Notice required for Interview: Prior to Joining:
- c Do you own/use a two-wheeler? If yes, give registration number

10. REFERENCES: Please provide minimum two references. (Do not include relatives)

Name	Occupation	Address	Email	Tel	Mobile	Yrs Known
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11. EMOLUMENTS: Details of Current Emoluments

(All figure in Rs /month)

PARTICULARS	Present	Expected
A Basic Salary	<input type="text"/>	<input type="text"/>
B DA/Other Allowance	<input type="text"/>	<input type="text"/>
C *Conveyance Allowance	<input type="text"/>	<input type="text"/>
D Medical (Specify monthly)	<input type="text"/>	<input type="text"/>
E LTA (Specify monthly)	<input type="text"/>	<input type="text"/>
F Provident Fund (Specify monthly)	<input type="text"/>	<input type="text"/>
G Gratuity	<input type="text"/>	<input type="text"/>
H Superannuation	<input type="text"/>	<input type="text"/>
I Bonus	<input type="text"/>	<input type="text"/>
J ** HRA	<input type="text"/>	<input type="text"/>
K Others - (if any, specify)	<input type="text"/>	<input type="text"/>
L Total Per Month	<input type="text"/>	<input type="text"/>
M Total Per Year	<input type="text"/>	<input type="text"/>

* Conveyance facility if any (Give details of maintenance, fuel, etc. and total cost to the company per month)

** Housing facility if any (Give details of rent, furnished/unfurnished and total cost to the company per month)

19 Please attach copies of the following documents:

- A Letter of appointment of your current Job
 B A copy of your latest payslip

DECLARATION

All the information provided by me in this application is correct and I have not knowingly omitted any related information that would have a bearing on my employment with you.

Date:

Place:

Signature: