



CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

(To be completed in applicant's own handwriting)

Photograph

Position Applied for :	Reference & Date
Location :	

A. PERSONAL DETAILS

Full Name in Block Letters			Sex	Blood Group
FIRST NAME	MIDDLE NAME	SURNAME		
Permanent Home Address	Present Residential Address <i>(For Communication)</i>		Age	Date of Birth
Phone No.	Phone No.		Native State	
Father's Name, Qualifications & Occupation			Place of Domicile	
Husband's/Wife's Name, Qualifications & Occupation			Religion/Caste	
Brothers, Sisters, their Names, Qualifications & Occupation			Marital Status	
1.				
2.				
3.				
Health (Mention any disability, serious illness or operation you had)			Ages of Children	
			Boys Girls	
			1.	
			2.	
			3.	
Languages	Spoken :	Height :	Weight :	
(Underline Mother Tongue)	Read :	Vision	R	L
	Written :			
Membership of Professional Organisations/Social Institutions			Do you own Car/Scooter ?	
Hobbies & Interests :			Magazines you read	

Note : Ensure form is completed in all respects. Attach additional sheet, if necessary.

B. Education & Training

	Name of School/College and Board/University	Examination Passed	Month & Year of Passing	Class & % of Marks	Main Subjects
School Level					
H.S.C. Level					
Graduation/ Diploma					
Post Graduation/ Diploma					
Professional or Technical Courses					

Mention Scholarships, Awards won, etc. :

Participation in short duration courses :

C. Self Evaluation

What, according to you are your :

(a) Strengths and Weaknesses :

(b) Ambitions & Career Plans :

D. (1) Work Experience

(excluding your present appointment start with first job)

Duration		Name & Address of Employer	Designation & Nature of your duties	Gross Salary Per Annum (All Inclusive)	Reasons for Leaving
From	To				

D. (2) Present Employment

Name & Address of Employer _____	
_____	Phone No. _____
Nature of Business _____	
Annual Turnover _____	No. of Employees _____

Date of Joining _____	Position on Joining _____
Present Position _____	w.e.f. _____
Reporting to _____	Persons Reporting to You _____

Current Monthly Salary (A)		Other Annual Benefits/Perks (B)		Nature of present Accommodation Your Own/Rented by you/By Co. Monthly Rent : Rs.
Basic	Rs. _____	P.F.	Rs. _____	
D.A.	Rs. _____	Gratuity	Rs. _____	
H.R.A.	Rs. _____	Bonus	Rs. _____	Present Gross Per Annum (A + B)
Medical	Rs. _____	Superannuation	Rs. _____	
Conv./Petrol All.	Rs. _____	Soft Furnishing	Rs. _____	Expected Gross Per Annum (A + B)
Edu. Allow.	Rs. _____	Attire Allow.	Rs. _____	
Food Allow.	Rs. _____	Books/Mag.	Rs. _____	Total (B) P.A. Rs. _____
Proj./Site Allow.	Rs. _____	L.T.A.	Rs. _____	
Perform. Incen.	Rs. _____		Rs. _____	Total (A) Rs. _____
Attend. Incen.	Rs. _____		Rs. _____	
Total (Monthly)	Rs. _____			
Total (Annual)(A)	Rs. _____			

D. (3)

<p>Organisation Structure of Your Department <i>(Mark Your Position)</i></p>	<p>Key Job Responsibilities</p>
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E. General Data

<p>References <i>(Give Name, Designation & Address of last two employers/superiors with whom you have worked)</i></p>	
<p>1.</p> <p>Phone No.</p>	<p>2.</p> <p>Phone No.</p>

<p>Are you related to or you know anyone in our Company ? If yes, please state Name, Dept. & Relationship</p>	<p>Have you been interviewed by us before ? If yes, for what position and when ?</p>
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<p>Willingness to accept transfer</p>	<p>Willingness to travel</p>
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<p>Additional Information, if any :</p>

<p>I hereby declare that the particulars given by me are true and correct.</p> <p>Date : Signature :</p>	
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