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APPLICATION FORM

Position Applied for :	Ref :
Location:	Date :

A. PERSONAL DETAILS:

Full Name in Block Letters	Cell #
FIRST NAME MIDDLE SURNAME	email id :

Educational Qualifications:

Father's Name:

Permanent Address :	Present Address :	Date of birth		Age	
		Blood group		Sex	M / F
		Marital status	M / UM	Height	
		Religion		Weight	
		Caste		Eyesight	
		Birth place		No. of kids	
	Phone#	Phone#	Nominee name & Relationship		

Please mention, if you have already allotted:

- (i) P. F. No. :
(ii) E. S.I. No. :
(iii) P. A. N. :

B. FAMILY BACKGROUND: (Parents, brothers, sisters, spouse, children etc.)

SN	NAMES	D.O.B. / Age	Relation	Education/ Qualification	Occupation	Whether dependent on you

Languages known:

Spoken :

Read :

Write :

Are you physically fit? : Yes / No If no, give detail -

Membership of Professional Organization/Social Institution:

Hobbies, Interest & Achievements:

Whether any relative of yours is/was employed in the Company?

Yes / No

If so, give detail:

C. EDUCATION & TRAINING:

(i) Education:

	Examination passed	Name of School / College, and Board / University	Year of passing	% of Marks	Main subject
Xth					
XIIth					
ITI / DIPLOMA					
DEGREE					
PG DEGREE					
Professional or Technical course					

(ii) Training undertaken, if any:

Topic of Training	Type of Training	Place of Training	Period of Training

(iii) Computer Exposure :

Particulars			
Language			
Operating system			
Software			

D. SPECIFIC INFORMATION:

Previous History & any Case registered in Police Station etc.	Participation in short duration courses -

E. PRESENT EMPLOYMENT:

Name and Address of Organization: -----

----- Phone #-----

Nature of Business -----Annual Turnover -----

Date of Joining ----- Position on joining -----

Present position ----- w.e.f. -----

Reporting to ----- Persons reporting to you-----

Key Job Responsibilities:

F. PREVIOUS EXPERIENCE:

Duration		Name & Address of Employer	Designation & Nature of duties	Gross salary	Reasons for leaving
From	To				

Is there anything in your experience that you think would be of particular interest to us: -----

Present Salary (CTC) – give detail :

Expected Salary (CTC) :

Additional information, if any :

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G. REFERENCE: Names, addresses & occupations or positions of two persons, other than relatives, who holds responsible positions and are acquainted with you to whom the management could make a reference -

1.	2.
Cell #	Cell #

I do hereby solemnly affirm and declare that the aforesaid information is correct and nothing has been concealed there from. If any of the above information is found to be false or incorrect during the course of my employment, the management will be fully competent to dismiss me and the same will be deemed to be part of contract of employment.

Date:

Signature:

FOR OFFICE USE ONLY:

Remarks of Interviewer:

Appointed / Rejected