



Employment Application Form

Position applied for : _____

Name : _____

Reference : _____

(agency, advertisement, website, others)

Date : _____

Attach your visiting card here

Affix your Passport Size Photograph here

(to be filled by the applicant)

Personal details:

surname first name middle name

01. Name: _____

02. Father's / husband's name: _____

03. Address:

present address	permanent address
pin. :	pin :

04. Phone no.: (o) _____ ® _____ (m) _____

05. E-mail address: _____

06. Date of birth: _____ City: _____ Blood group: _____

07. Sex: male _____ female _____ Religion: _____

08. Marital status: _____ if married, date of marriage _____

09. Driving license no. (if any) : _____

10. Physical disability or abnormality (if any): _____

11. Identification mark: _____

12. Height: _____ ft. _____ inch Weight _____ kgs.

13. Passport no.: _____ valid till: _____

14. Countries visited (for business): _____

15. Vehicle owned: four wheeler _____ / two wheeler _____

Family background:*(Please give details)*

sr. no.	relationship	name	age	academic qualification	occupation	dependent (yes/no)
1	Father					
2	Mother					
3	Brother					
4	Sister					
5	Spouse					
6	Child – 1					
7	Child – 2					

Languages known:*(please enter mother tongue first)*

language	read	write	speak	remarks
1				
2				
3				
4				
5				

Education qualifications:

(starting with the most recent one)

examination passed	school / college	university	medium of instruction	year of passing	grade / marks	main subjects
1.						
2.						
3.						
4.						
5.						

Training programs / short term courses:

name of course attended	year	institution	subject	duration
1.				
2.				
3.				
4.				
5.				

Membership of professional bodies: _____

Computer literacy:

Packages known: ms office - word _____ , xls _____ , powerpoint _____

internet _____ SAP _____ any other ERP _____

Details of experience:

(please give details of your past employment, starting from the most recent one)

sr. no.	Name and address of organization	Orgn. Phone no.	period of employment from to		Designation last held	Dept.	salary drawn (gross yearly) Rupees	reasons for leaving

Details of experience: (Current employer)

Name of the organization:

Nature of business:

Annual turnover:

Brief description of your duties:

Draw an organization chart showing your current position, the person to whom you report to and the persons who report to you. Please mark and highlight your position.

Mention your special achievements / major contributions during your career.

Details of salary structure in present job:

(Please give details of your last drawn salary)

a.	basic	da	hra	conv	edn	others 1	others 2	total a	total annual gross a + b
b.	medical	lta	bonus	pf	gratuity	sup ann	others a	total b	pa

Expected salary : Rs. _____ gross yearly (_____)

If selected, time required for joining : _____

Other details:

1. How would you rate yourself on a scale of 0 to 10 for the following :

Convincing ability _____

Calm under pressure _____

Ability to transform negative points to positive points _____

2. Are you ready for working hours flexibility & holiday flexibility : _____

- If Yes, you should be available for company's work 24 x 7 x 365 (when required)

3. How often do you take holidays for vacation / social / health reasons in a year?

- Occasionally - _____ days ; Often - _____ days

4. Do you smoke / chew tobacco ? _____

5. Your physical fitness : good _____, average _____, poor _____

6. Your general hobbies and interests : _____

7. Do you have any friends / relatives in our company? _____

If yes, please mention name and designation of the person known _____

8. Have you been interviewed by us earlier? _____

9. Have you been convicted, dismissed or compulsorily retired from service? _____

If yes, please give details: _____

If selected, what would be your location preference?

1. _____ 2. _____ 3. _____

References:

(please give the names of 2 persons who have known you professionally, both of them should be from former employers)

1. Name :

Designation:

Address:

tel.: (O)

(M)

2. Name :

Designation:

Address:

tel.: (O)

(M)

I hereby affirm that the above details are true and complete to the best of my knowledge and belief. I agree and accept without reservation that at any time if any of the particulars are found to be untrue, incorrect or incomplete; my appointment in the company may be terminated without notice.

Date:

Place:

Signature of applicant

