

<b>APPLICATION FOR THE EMPLOYMENT</b> (To be filled in by Applicant in his / her own handwriting)	Affix Recent Passport-Size Photograph
POSITION APPLIED FOR : _____	

### 1. PERSONAL DATA

<b>FULL NAME IN BLOCK LETTERS :</b> Dr./Mr./Mrs./Miss _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>(First Name)</span> <span>(Middle Name)</span> <span>(Surname)</span> </div>				
<b>ADDRESS</b> Present : _____ _____ _____ Tel. No. _____ Mobile No _____ E-mail : _____	Own House / Rented House Permanent: _____ _____ _____ Tel. No. _____ Mobile No _____			
Date of Birth	Place of Birth	Marital Status		
<b>LANGUAGES</b>		<b>Read</b>	<b>Write</b>	<b>Speak</b>
Mother Tongue				
Other Languages 1				
2				
3				
<b>HOBBIES &amp; INTERESTS</b>				

### 2. ACADEMIC RECORD (Beginning with SSC)

(Please account for any break in education / year lost etc)

(Please indicate No. of attempts groupwise during your qualification)

Examination passed	Year of passing & medium of instruction	Name & Location of Institution	Principal Subjects	Part Time/ Full Time	University	Grade / Class / Division

### 3. APPRENTICESHIP / ARTICLESHIP TRAINING / SHORT COURSES ATTENDED

Name & Address of Employer / Institution	Period		Nature & Purpose
	From	To	

### 4. PREVIOUS EMPLOYMENT

(Start with last employment before taking up present employment. Use additional sheets, if necessary)

1.	Name and address of Employer	From:	To:
	Designation	Salary drawn (p.a.)	
	Job Description / Responsibilities:	(Reporting To Name & Designation)	
	Reason for leaving		
2.	Name and address of Employer	From:	To:
	Designation	Salary drawn (p.a.)	
	Job Description / Responsibilities:	(Reporting To Name & Designation)	
	Reason for leaving		
3.	Name and address of Employer	From:	To:
	Designation	Salary drawn (p.a.)	
	Job Description / Responsibilities:	(Reporting To Name & Designation)	
	Reason for leaving		

Reference of two responsible persons not related to you :		
Name	Occupation	Address

Any other information you would like to furnish in support of your candidature:
---

## 5. PRESENT EMPLOYMENT

Name & Address of employer :		Date of joining:
Designation :		Reporting to:
		No. of Subordinates :
Emoluments (Calculate pm)	<u>Salary</u>	<b>Organisational Chart</b> (Draw a brief schematic diagram indicating your position in relation to your department and indicate only one level of subordinate relationship & two level of superior relationship)
	Basic .....	
	DA.....	
	HRA .....	
	Conveyance.....	
	Incentives.....	
	Any other (specify).....	
	Total	
	<u>Perks</u>	
	Medical .....	
	LTA .....	
	PF.....	
	Bonus .....	
	Gratuity .....	
	Personal accident Insurance (premium paid by company)	
	Any other (specify).....	
Grand Total		

Job Description / Responsibilities (use additional sheets, if necessary) giving details of area of expertise:	
Reason for seeking change:	
Minimum salary expected / acceptable : (all inclusive)	
Joining time required :	
Willing to execute Service Agreement: (applicable in case of professionals upto three years of last qualification experience)	
Preference for location of work :	

<b>STATEMENT</b>	
I certify that the statements made by me above are true, complete and correct. I agree that in case the Company finds at any time that the information give by me in this application is not true, correct or complete, the Company will have the right to terminate my appointment without notice or compensation / deemed fit at any time.	
Date: .....	
Place:.....	Signature.....