

Company Logo

XYZ Pvt. Ltd

Emp Code:

EMPLOYEE APPLICATION FORM

Name of Emp :		Paste Passport Size Photograph			
Fathers Name :					
Date of Birth :	Place of Birth :				
Age :	Marital Status :				
Gender :	Blood Group :				
Height (CM) :	Weight :				
Emergency Contact Name_____ Emergency Contact No_____					
ADDRESS					
Permanent Address		Current Address			
House No	:	House No	:		
Floor Number	:	Floor Number	:		
Street Number	:	Street Number	:		
Area/District	:	Area/District	:		
City/State	:	City/State	:		
PIN	:	PIN	:		
Email ID	:	Email ID	:		
FAMILY DETAILS					
Spouse Name		Age :			
Particular	Name of Children	Age	Sex	Class	Employment Details
Child1	:				
Child2	:				
Child3	:				
BROTHER & SISTERS DETAILS					
Relation	Name	Age	Sex	Class	Employment Details
	:				
	:				
	:				

XYZ Pvt Ltd

New Delhi

QUALIFICATION *(Start from Highest)*

Degree/Certificates	Name of Institute/University/Board	Period	Year of Passing	Percentage

PROFESSIONAL EXPERIENCE [Please list your most recent employer first (attach additional pages if required)]

Name of Company	Designation	CTC	From	To	Reason of Leaving

REFERENCES [*Name two individuals who can provide professional reference*]

Reference No 1	Reference No 2
Name : _____	Name : _____
Address : _____	Address : _____
Phone No : _____	Phone No : _____

I hereby declare that the particulars given above are correct and true to the best of my knowledge.

Place :

Date :

Employee Signature

For office use only

Comments:

Signature of HR Person