

<b>EMPLOYMENT APPLICATION FORM</b> <b>HINDUSTAN UNILEVER LTD.</b> Unilever House, B. D. Sawant Marg, Chakala, Andheri (E), Mumbai - 400 099.				<b>AFFIX RECENT PASSPORT SIZE PHOTOGRAPH</b>	
<b>POSITION APPLIED FOR :</b>			<b>LOCATION :</b>		
<b>PERSONAL DATA</b>					
<b>FULL NAME IN BLOCK LETTERS</b> <b>MR./MRS./MISS</b> _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>(FIRST NAME)</span> <span>(MIDDLE NAME)</span> <span>(SURNAME)</span> </div>					
<b>PRESENT OWN / RENTED HOUSE</b> <b>ADDRESS</b> _____ _____ _____ <b>TEL. NO.</b> _____			<b>PERMANENT OWN/RENTED HOUSE</b> <b>ADDRESS</b> _____ _____ _____ <b>TEL. NO.</b> _____		
DATE OF BIRTH	PLACE & STATE OF BIRTH	BLOOD GROUP	PAN NO.:	AADHAR NO.	
HEIGHT (cms)	WEIGHT (kg)	MARITAL STATUS	PHYSICAL DISABILITY, IF ANY	NATIONALITY	RELIGION
LANGUAGES :		READ	WRITE	SPEAK	
MOTHER TONGUE :					
OTHER LANGUAGES 1					
2					
3					
4					
5					
<b>HOBBIES &amp; INTERESTS</b>					

FAMILY BACKGROUND		
NAME	AGE	OCCUPATION
FATHER :		
MOTHER :		
HUSBAND :		
WIFE :		
CHILDREN :		
BROTHER/SISTER :		

#### ACADEMIC RECORD (BEGIN WITH SSC)

EXAMINATION PASSED	YEAR OF PASSING MEDIUM OF INSTRUCTION	NAME & ADDRESS OF INSTITUTION	MAIN SUBJECT	UNIVERSITY OR BOARD	GRADE/ CLASS OR DIVISION

#### COMPUTER SKILLS

LANGUAGES KNOWN	NAME OF THE INSTITUTION & YEAR OF PASSING	PERCENTAGE OBTAINED

ANY OTHER ADDITIONAL INFORMATION RELATING TO COMPUTERS :

**EXPERIENCE - PREVIOUS EMPLOYMENT**

NAME & ADDRESS OF EMPLOYER	NO. OF EMP.	EMPLOYEE CODE	U.A.N	DATE OF JOINING

DESIGNATION REPORTING TO : NO. OF SUBORDINATES :

SALARY		<b>ORGANISATION CHART</b> (Draw a brief diagram indicating your position in relation to your department and total organisation setup)
D.A.		
H.R.A.		
LUNCH		
CONVEYANCE		
INCENTIVE		
ANY OTHER SPECIFY		
BONUS		
L.T.A.		
MEDICAL		
P.A.		
ANY OTHER SPECIFY		
GRAND TOTAL		

JOB DESCRIPTION / RESPONSIBILITIES (GIVE DETAILS OF AREA OF EXPERTISE)

PERIOD OF EMPLOYMENT : \_\_\_\_\_ FROM : \_\_\_\_\_ TO: \_\_\_\_\_  
(Month/Year)

NAME OF SUPERIOR \* : CONTACT NO OF SUPERIOR \*

HAVE YOU BEEN PROPERLY RELIEVED FROM YOUR JOB BY THE PREVIOUS EMPLOYER ?

PREVIOUS EMPLOYMENT (OTHER THAN ABOVE)

PERIOD OF EMPLOY FROM TO	EMPLOYERS NAME & ADDRESS	DESIGNATION	TOTAL LAST EMOLUMENTS	REASON FOR LEAVING

NAME OF SUPERIOR \* : CONTACT NO OF SUPERIOR \* :

REASON SEEKING CHANGE IN PRESENT EMPLOYMENT JOINING PERIOD

GROSS SALARY EXPECTED MINIMUM PREFERENCE FOR PLACE OF WORK

FIELD MARKED AS '\*' ARE MANDATORY

**GENERAL INFORMATION**

DO YOU HAVE ANY FRIEND / RELATIVES EMPLOYED IN OUR COMPANY OR GROUP OF COMPANIES ?  
IF ANY, GIVE DETAILS

NAME	DESIGNATION / DEPARTMENT / PLACE	RELATIONSHIP

PLEASE MENTION FRANKLY AND BRIEFLY YOUR STRONG AND WEAK POINTS IN RELATION TO  
YOUR JOB

STRENGTH :

WEAKNESS :

CAN WE MAKE A REFERENCE TO YOUR PREVIOUS EMPLOYERS, IF SELECTED BY US AND AFTER YOU JOIN US

YES / NO

IF NO

PLEASE ELABORATE THE REASONS

NEAREST PERSON TO BE CONTACTED IN CASE OF ANY EMERGENCY

NAME & RELATIONSHIP

ADDRESS & TEL. NO. IF ANY

REFERENCES OF TWO RESPONSIBLE PERSONS NOT RELATED TO YOU :

NAME	OCCUPATION	ADDRESS

**AUTHORIZATION & DECLARATION**

I HEREBY AUTHORIZE HINDUSTAN UNILEVER LIMITED (OR A THIRD AGENT APPOINTED BY THE COMPANY) TO CONTACT ANY FORMER EMPLOYERS AS INDICATED ABOVE AND CARRY OUT ALL BACKGROUND CHECKS NOT RESTRICTED TO EDUCATION AND EMPLOYMENT DEEMED APPROPRIATED THROUGH THIS SELECTION PROCEDURE. I AUTHORIZE FORMER EMPLOYERS, AGENCIES, EDUCATIONAL INSTITUTES ETC. TO RELEASE ANY INFORMATION PERTAINING TO MY EMPLOYMENT/EDUCATION AND I RELEASE THEM FROM ANY LIABILITY IN DOING SO.

I ALSO CERTIFY THAT THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE AND CORRECT, I AGREE THAT IN CASE THE COMPANY FINDS AT ANY TIME INFORMATION GIVEN BY ME IN THIS APPLICATION ARE NOT TRUE OR COMPLETE, THE COMPANY WILL HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT WITHOUT NOTICE. IF SELECTED, I ALSO UNDERTAKE TO ABIDE BY ALL THE RULES AND REGULATIONS OF THE COMPANY.

(APPLICANT'S SIGNATURE)

NAME \_\_\_\_\_

DATE \_\_\_\_\_

Please fill the form and send it to :careers@hulunilever.in