

Please affix a
Passport size
photo here.

ITC Infotech - CANDIDATE APPLICATION FORM

General Instructions.

- Please respond to each column completely and legibly in your own handwriting.
- Please ✓ wherever applicable

PERSONAL DETAILS

NAME IN FULL (in block letters)			
First	Middle	Surname	
PERMANENT ADDRESS		ADDRESS FOR COMMUNICATION	
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Tel. No. (Specify Area Code).....</p> <p>Mobile No.</p>		<p><input type="checkbox"/> Tick if same as Permanent Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Tel. No. (Specify Area Code).....</p> <p>Emergency Contact Number:</p> <p>E-mail:</p>	
DATE OF BIRTH:		PLACE OF BIRTH:	
(dd/mm/yyyy)		AGE: STATE COUNTRY.....	
NATIONALITY / CITIZENSHIP	BLOOD GROUP:	PERMANENT ACCOUNT NUMBER:	
.....	
PASSPORT NUMBER :		PASSPORT EXPIRY DATE (dd/mm/yyyy):	
.....		

EDUCATION COURSES

LEVEL	X STD	XII STD/ EQUIV	GRADUATION	POST GRADUATION	OTHERS
NAME OF THE QUALIFICATION AWARDED					
BOARD / UNIVERSITY / AFFILIATED INSTITUTE					
DATE ACQUIRED (dd/mm/yyyy)					
AGGREGATE PERCENTAGE CGPA / GRADE					

COURSES

SPECIALIZED CERTIFICATION COURSES (If Any)

NAME OF THE COURSE	INSTITUTE NAME & LOCATION	DURATION (dd/mm/yyyy)	GRADE / AGGREGATE PERCENTAGE

WORK EXPERIENCE

ORGANIZATION & ADDRESS	PERIOD (dd/mm/yyyy)		DESIGNATION	EMPLOYEE ID	MAJOR RESPONSIBILITIES	REASON FOR SEPARATION
	FROM	TO				

ADDED INFO

Have you been interviewed in the Past in our Company?	Yes: No:
When: Position applied for: Location :	
Are you related to any director of ITC Infotech?	Yes: No:
Do you have any Friends / relatives working or who have worked with ITC Infotech?	Yes: No:

REFERENCES

PLEASE GIVE DETAILS OF 2 PROFESSIONAL REFERENCES

Name	Organization & Address	Position	Telephone	Relationship

Note: Please attach legible copies of the following supporting documents, relevant to the entries made above:†

1. Photocopy of Appointment / Salary Slips / Resignation / Release Letters from Current & Previous Employers
2. Photocopy of Educational Certificates (Mark Sheet and Degree)

Authorization / Declaration and Undertaking:

- I certify that the statements made in this application are valid and complete to the best of my knowledge. I understand that false or misleading or incomplete and inaccurate information may result in termination of employment at any time during my employment.
- I hereby authorize ITC Infotech India Ltd. And any persons or organization acting on its behalf to verify the information presented on this application form and to procure an investigate report or consumer report for that purpose.
- I hereby grant authority for the bearer to access or to be provided with full details of my previous record.
In addition, please provide any other pertinent information requested by the individual presenting this authority
- I hereby release from liability all persons or entities requesting or supplying such information
- I Authorize to contact my past employer and University for a Pre - employment Check. YES ☐ NO ☐

CANDIDATE DECLARATION FORM

I, Son/Daughter/Wife of

presently residing at since.....

have been offered the position of in grade do solemnly

affirm and declare as follows:

- That I have provided no benefit, either in cash or in kind, to any employee of ITC Infotech India Limited or its affiliates, or any relative/associate of any employees of ITC Infotech or its affiliates in order to secure a job offer from ITC Infotech India Limited or its affiliates and I further undertake not to provide any benefit, either in cash or in kind to such employees/relatives/associates as reward or consideration for securing this job offer.
- That I have not, at any time been convicted by any court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment.
- That I have never been extenuated from my place of stay by any judicial authority and neither am I a proclaimed offender of any state Govt. and to the best of my knowledge there is no proceedings in respect of any criminal offence alleged to have been committed by me or pending before any criminal court in India.
- That no warrant or summons for my appearance, and no warrant for my arrest, has been issued by a court under any law for the time being in force, and that my departure from India, if require, has not been prohibited by order of any such Court.
- That I have also not been arrested, deported or involved in any illegal act in any other country where I have visited. That I have never been repatriated from abroad back to India at the expense of Government of India.

DECLARATION

Verified on (Date) at (Place) that the contents of the above mentioned declaration are true and correct and nothing material has been concealed

Signature:

Date:

ITC Infotech Ltd

Place:..... Date:

Pre-Employment Self Declaration form				Medical History	
Name :		Sex :		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	
Date of Birth :		Home Address :			
Age :					
Have you ever had		If YES, Year	No	Have you ever had	
Tonsils removed				Fits or Convulsions	
Appendix removed				Loss of Memory	
Other operations				Loss of Consciousness	
Typhoid				Severe Injury	
Malaria				Been denied Employment for health reasons	
Dysentery Amoebic: Bacillary:				Drug Reaction	
Pneumonia				Any other illness or injuries	
Jaundice				Worn Glasses or Contact Lenses	
Tuberculosis				Worn a Hearing Aid	
Asthma				Been advised to have an operation	
Family History				Have you had any major operation related to :	
Relation	Age	State of Health			Specify
Father				Heart	
Mother				Kidney	
Brothers				Liver	
Sisters				Eyesight	
				Any Other Operation undergone	1) 2)
					3) 4)
Any other Ailment :				Are you on any other long term medication , if yes please specify :	
1)					
2)				Have you ever had any congenital ailment that needs specific medical attention/supervision?	
3)					
4)					
5)					
..... Candidate's Signature					
I hereby declare that the self-declaration made here is true to the best of my knowledge					