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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate Information Form (Part A)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*Background check will be conducted basis the information given by the candidate in below form.** |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |
| **Applied through: Walk In / Advertisement / Job Fair / Consultant / Campus / Job Portal / WNS Careers / Others/ LINK (Mention Employee id of referral)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **(Pl. specify details here)** |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |
| Date of Application: | D | | D | M | M | Y | Y | Y | Y |  | Total Experience | | | | | | |  | | | | | | |
| Position Applied for |  | | | | | | | | |  | Have you applied to WNS before | | | | | | |  | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |
| First Name |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Middle Name |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Last Name |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | Please affix a passport size photograph here |
| \*Father Name |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
|  | **\* Father name is mandatory as per PF Norms** | | | | | | | | | | | | | | |  |  |  | |  |  |  |  |  |
| Date of Birth | D |  |  | M |  |  | Y |  |  | Age |  | |  |  |  |
| Birth Country |  |  |  |  |  |  |  |  |  | Gender F/M | | |  |
| Birth State |  |  |  |  |  |  |  |  |  | Blood Group | | | |  |  |  |  |  | |  |  |  |  |  |
| Birth Location |  |  |  |  |  |  |  |  |  | Nationality | | | |  |  |  |  |  | |  |  |  |  |  |
| UAN Number |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |
| Aadhar Card No. |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |
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| Marital Status |  |  |  |  |  |  |  |  |  | Marriage Date | | | |  | D |  |  | M | |  |  | Y |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Educational Details** | | | | | | | | |
| **\*Background check on Education will be conducted basis the information given by the candidate below.** | | | | | | | | |
| Course | | Highest Qualification Degree | Board/University/Institute Name/College Name | From | To | Completed/ In process/ Dropped | Full Time/ Correspondence/Part Time | % |
| dd/mm/yyyy | dd/mm/yyyy |
| Highest Qualification | |  |  |  |  |  |  |  |
| Others | |  |  |  |  |  |  |  |
| Gaps | Reason for Educational Gap | | | | | From (dd/mm/yyyy) | To (dd/mm/yyyy) | |
|  | | | | |  |  | |
| **Significant Achievements / Other Courses / Diploma Completed: (Please Mention Institute Name / Year of Completion / Duration)** | | | | | | | | |
|  | | | | | | | | |

**\*Background check on Employment will be conducted basis the information given by the candidate below.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Experience (In Reverse Chronological Order)** | | | | | | | | | | | | |
| Name of Employer -Company Name**\*** | Company Type | Emp. Id | **Start Date** | **End Date** | Country/  City/  State | Last Job Title | Last Drawn Compensation | | Full Time/Part Time  /Internship | Supervisor/HR Name | Contact No. |
| **Bpo/Non Bpo\*** | DD/MM/YY | DD/MM/YY | **Fixed\*** | **Variable\*** |
|  |  |  |  |  |  |  |  |  |  |  |  |
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**References:**

*(****Experience Candidate****: Organization (Supervisor) Ref. /* ***Fresher’s****: Other than Relatives and Friends)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Company** |  | **Company** |  |
| **Designation** |  | **Designation** |  |
| **Relationship** |  | **Relationship** |  |
| **Contact No** |  | **Contact No** |  |
| **E-mail** |  | **E-mail** |  |
| **Ref. Check date** |  | **Ref. Check done by** |  |
| **Ref. Check status(OK/ Not OK)** |  | **Signature** |  |
|

**Ref. Check Comments**

**\*Physical verification on Permanent Address will be conducted basis the information given by the candidate below.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Home/Permanent Address*** | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bldg Name/Flat No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Street Name/Landmark |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Locality/Town |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| City/State |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Country |  |  |  |  |  |  |  |  |  | Pin Code | | |  |  |  |  |  |  |  |  |  |  |
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| E-mail ID |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***Mail Pick up/Present Address*** | | | | | | | | | | | | | | | | | | | | | | |
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| Bldg Name/Flat No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Street Name/Landmark |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Locality/Town |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| City/State |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Country |  |  |  |  |  |  |  |  |  | Pin Code | | |  |  |  |  |  |  |  |  |  |  |
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| E-mail ID |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Family Details (Provide any one number for Emergency Contact)** | | | | | | |
|  |  |  |  |  |  |  |
| Relation | Name | Current Address | Date of Birth DD/MM/YYYY | Birth Country/ State/Location | | Emergency  Contact Number |
| Father |  |  |  |  | |  |
| Mother |  |  |  |  | |  |
| Spouse |  |  |  |  | |  |
| Child 1 |  |  |  |  | |  |
| Child 2 |  |  |  |  | |  |

**Please answer the following questions:**

|  |  |
| --- | --- |
| **Have you worked with any of WNS Group of Companies earlier?** | |
| **If YES, please specify** |  |
| **(a) The period of work (Start date - End date)** |  |
| **(b) The Process / Team you worked for** |  |
| **(c) The HR person for the Team** |  |
| **(d) The reason for leaving** |  |

|  |  |
| --- | --- |
| **Have you applied/interviewed for a job with WNS or its group companies earlier :If YES, please specify** |  |
| **(a) The date** |  |
| **(b) The Process you applied for** |  |
| **(c) The Recruiters name** |  |
| **Were you made an offer?** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LEGAL/ CRIMINAL HISTORY (*Please specify if you have any legal/ criminal records. Are there any criminal proceedings pending against you in any court in India?)* | | | | | | | | | | | | | | | | | | |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
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Languages Known

Others

Hindi

English

**\*Note Please underline your mother Tongue**

Additional Necessary Information, if any

Time required to join:

**Declaration:**

**I hereby declare that the information given above is true to the best of my knowledge. In case any statement is found to be wrong, the company would have the right to terminate my services at any time without any compensation. I will also abide by all the rules and regulations existing or to be framed by the company, in case I am employed.**

**Date: Signature: Place: Pune**

**Pre Joining Declaration Form**

\* I hereby declare that below mentioned aspects about my job have been clearly explained and all queries clarified during the interview process:

Designation

* My job title at the time of joining is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation

* I will be confirmed on services after completion of 6 months from the Date of Joining. Confirmation of services can be extended in case of nonperformance.

Shift Working

* WNS operates in a 24/7 work environment. I may be assigned either a rotational shift or a fixed night shift depending upon the requirements of the process.
* The shift duration is nine hours each day. I understand that this could be extended if required. WNS will not accommodate any request for timing or shift change.

Leaves and Holidays

* WNS operation runs on tight schedules, thus during Probation (6 months) no one will get any leave.
* My weekly offs will not necessarily fall on Saturday and Sunday, although I will get one or two weekly offs depending on the process I will be working with.
* My weekly offs may not necessarily be on two consecutive days.

Salary and Other Incentives

* The CTC has been explained to me in detail.
* The Performance Incentive mentioned in the offer letter is the maximum earning potential in the current process. If I am transferred to another process during my services with WNS, the maximum earning potential may differ.

Signature…………………………

* Provident Fund Contribution:
* If Basic Salary is less than 15000 INR, Company's contribution & Employee's contribution towards PF is taken at 12% of Basic Salary + City Compensatory Allowance, however such amount should be capped to maximum of 15000 per month.
* In case where PF wages is above the statutory maximum limit of Rs. 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provision Act, 1952.
* There will be other deductions from the Salary which includes
* TDS & ESIC (If applicable)
* A onetime deduction towards NSR.
* The offer made in the letter is subject to change only post appraisal or promotion (Entitlement for appraisal and promotion mentioned). There would be no interim increase in salary, unless otherwise communicated in writing.

Job Location

* My job posting at the time of joining would be \_\_\_\_\_\_\_\_\_\_\_\_\_. I understand there is a possibility of transfer to other WNS Facilities, which is at the company’s discretion.

Medical Fitness

* During my tenure with WNS, I may undergo a random medical checkup with the company’s panel of doctors as per the client’s requirement. The medical test would also involve Drug testing.

* Depend on Medical test result; company has the right to terminate my services with immediate effect.

Training Period

* The Training period (Pre-Process & Process Training including On the Job Training) would be process dependent.
* During Pre-Process Training, it might be a 6 day work week.
* It is mandatory for one to clear all training assessments.
* Attendance in Training/OJT/TQ/Production is top priority. No leaves will be granted during Probation. Extenuating circumstances will be dealt on case to case basis and availability of leaves.

Signature…………………………

Transportation

* Bus Services would be available for all shifts with fixed Pick-up & Drop points. (Bus roster with bus stops mentioned, given during offer stage).
* Cab Services will be provided only during unsociable hours i.e. 2200 hrs and 0700 hrs - Convenient point pick-ups & drops within the hiring zones.
* Annexure I details the list of NON HIRING AREAS, where no transport is available for both sociable / unsociable working hours. You are requested to go through bus scheduled point pick up and need to board Bus / Cab as per listed area, if lying in NON HIRING AREA as detailed in Annexure I.
* Transport verification form need to be submitted at the time of joining.

Growth Prospects Depends On

* Performance rating parameters.
* Competency (Leadership capabilities, etc)
* Skills (Motivational skills, Interpersonal skills, etc)
* The requirement of the said position.

I hereby declare that I have clearly understood the above-mentioned aspects regarding my job. I also understand that this declaration overrides all verbal commitments and communication (if any).

Name of the Candidate: Name of the Recruiter:

Signature: Signature:

Date: Date:

**Declaration: “I understand that WNS recruitment is on the basis of merit only and it does not involve any kind of payment of fees, charges or any other amount to anyone from WNS or on behalf of WNS”**

**Annexure I**

|  |  |  |
| --- | --- | --- |
| **Locations** | **Limit** | **Out Of Boundry** |
| Katraj | Katraj Chowk | Jambhul Wadi / Ambegaon |
| Sinhgad Road | Dhayari Last Bus Stop | Nanded City |
| Warje | N D A Kondhwa Gate | Khadakwasla |
| Pashan/Bavdhan | Sus Road / Chandani Chowk | Sus Gaon / Beyond Chandani Chowk |
| Balewadi/Baner | Syngenta Company / Hotel Sadanad | Beyond Mumbai Banglore By - Pass |
| Wakad | Jagtap Dairy | Beyond Jagtap Dairy |
| Kalewadi | Dange Chowk | Tathawde |
| Nigdi | Pradhikaran / Akurdi Railway Station | Ravet |
| Dehuroad | Mamurdi / Shinde Petrol Pump | Chincoli / Somatne Phata / Talegaon |
| Chikhli | Yamuna Nagar | Talawde |
| Bhosari | Bhosari Gaon | Moshi / Dehu Phata |
| Alandi Road | Magzine Chowk | Wadmukh Wadi / Charoli / Alandi Gaon |
| Lohegaon | D Y Patil Collage | Charoli - Nirgudi Road |
| Kharadi / Wagholi | Kesnand Phata | Beyond Lexicon International School |
| Manjri | 16 Number Bus Stop | Shewalwadi / Kesnand / Loni Kalbhor |
| Phursungi | Phursungi | Beyond Bhekrai Nagar Octrai Post |
| Handewadi/Mohmadwadi | Undri Pisoli / Vadachi Wadi | SRPF Training Range |
| Kondhwa | Khadi Machine Chowk | Iscon Temple Katraj - Saswad By Pass |
| Bibweadi/Sukhsagar Nagar | Amba Mata Mandir | Khadi Machine |
| Keshav Nagar | Z Corner | Beyond Z Corner |

Signature…………………………

**Candidate Willingness Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please carefully read/understand and answer the following questions in Yes or No** | | | | **Yes / No** |
| Have you worked with WNS earlier? | | | |  |
| Are you aware there is a probation period of 6 months? | | | |  |
| Are you willing to work in a 24/7 work environment in which you may be assigned either a rotational shift or a fixed night shift depending upon the requirements of the process? | | | |  |
| Are you aware that the shift duration is 8 to 10 hours each day which could be extended if required? | | | |  |
| Are you willing to work on holidays & weekends? | | | |  |
| Are you willing to work with split weekly offs i.e. your weekly offs may not necessarily be on two consecutive days? | | | |  |
| Are you willing to work overtime? | | | |  |
| Are you aware of the process name, vertical you’ll be working with and the designation that you’re joining as? | | | |  |
| Have you given your complete and detailed **current address**? | | | |  |
| Are you aware of the background verification check? | | | |  |
| Are you aware about all the components in your salary and how your take home salary gets calculated every month? | | | |  |
| Are you aware that you will get incentives depending on your performance? | | | |  |
| Are you aware of the documents to be carried on the date of joining? | | | |  |
| Are you/ anyone from your family suffering from any medical ailments for which you would require leaves in next 6 months? | | | |  |
| Are you currently pursuing further studies through any regular course? | | | |  |
| Do you need leave/holidays to complete your studies/exams within 6 months of joining the Company? (if you haven’t completed your studies) | | | |  |
| Are you aware of the transportation boundaries? | | | |  |
| Are you aware that you will not be getting transport facility if residing outside the boundaries and you will have to commute to office on your own? | | | |  |
| Are you aware that you cannot use your cell phone on the floor? | | | |  |
| Are you aware that you cannot bring any item of mass storage e.g.- **CD, Memory card, MP3 player, iPod etc. within the org. premises.** | | | |  |
| Are you aware that you cannot click pictures/take a video in the premises? | | | |  |
| Any change in your salary (unless stated otherwise in your offer letter) will be based on you performance for the appraisal period. All communication in this regard will be made only by the program management. Are you comfortable with this? | | | |  |
| Are you aware that the promotions and change of roles are based on performance and as per the company policy? | | | |  |
| Once allocated to a specific process, you can’t opt out of it to join another process unless approved by the Program management. Are you comfortable with this? | | | |  |
| Are you aware that you will be required to work in the WNS office located at……………………….. | | | |  |
| You would not be entitled for any leave during the training (unless incase of extreme emergencies approved by the Training Head). Are you comfortable with this? | | | |  |
| Are you aware of the leave policy? | | | |  |
| Are you aware that at the time of joining you may have to sign Service Level Agreement with financial liability depending on the process | | | |  |
| I have understood the offer and I am aware of the approximate take home salary per month explained to me by the concerned Recruiter. | | | | |
| I the undersigned have been explained the above points and have understood them in totality. | | | | |
| Name of HR Representative: |  | Name of Candidate: |  |
| Signature: |  | Signature: |  |
| Date:  Location: Pune |  | Date:  Location: Pune |  |

**Letter of Authorization**

**To Whom So Ever It May Concern**

I hereby authorize WNS Global Services (P) Ltd. (hereafter called WNS) and its representative to verify information provided in my resume and application of employment, and to conduct enquiries as may be necessary, at the Company’s discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to WNS or its representative.

I release all persons from liability on account of such disclosure.

Signed:

Name in Block Capitals:

Date of Birth:

Dated:

Location: Mumbai/ **Pune**/ Gurgaon/Nashik/ Vizag/ Chennai/ Bangalore