**CANDIDATE INFORMATION FORM**

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| **MANDATORY FIELDS** | |
| Name of the Candidate |  |
| Father's Name |  |
| Date Of Birth |  |
| Mobile No. |  |
| Email ID |  |
| PAN Card No |  |
| Passport No |  |
| SSN No (If Applicable) |  |

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| **RESIDENCE ADDRESS DETAILS** | |
| Permanent Address | ---------------------------------------------------------------------------  ----------------------------------------------------------------------------  Town/City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pincode\_\_\_\_\_\_\_  Landmark\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Type of residence | Own House Rent PG Others(mention)\_\_\_\_\_\_\_\_\_\_\_ |
| Duration of Stay | From (Month&Year): To(Month&Year): |
| Residence Contact Number |  |
| Current Address | ---------------------------------------------------------------------------  ----------------------------------------------------------------------------  Town/City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pincode\_\_\_\_\_\_\_  Landmark\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Type of residence | Own House Rent PG Others(mention)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Duration of Stay | From (Month&Year): To(Month&Year): |
| Residence Contact Number |  |

**MANDATORY:Attach copy of any of the following as address proof for EACH ADDRESS:**

Any Govt. recognised valid address proof such as Voters ID or Driving License or Aadhar Card or Gas Bill

|  |  |
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| **EDUCATION INFORMATION** | |
| Course Name |  |
| Registration No |  |
| Duration | From (Month&Year): To(Month&Year): |
| Year of passing |  |
| Specialization |  |
| Name &Address of the College/Institution | -----------------------------------------------------------------------------  -----------------------------------------------------------------------------  City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pincode\_\_\_\_\_\_\_\_\_ |
| Name &Address of the University | -----------------------------------------------------------------------------  -----------------------------------------------------------------------------  City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pincode\_\_\_\_\_\_\_\_\_ |

**MANDATORY: Attach Degree Certificate or Provisional Certificate + Consolidated Mark sheet or All Semesters’ Mark Sheets**

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| **PREVIOUS EMPLOYMENT INFORMATION1** | |
| Company Name |  |
| Company Address | -----------------------------------------------------------------------------  -----------------------------------------------------------------------------  City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pincode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Landline Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee ID No. |  |
| Designation |  |
| Department |  |
| Period of Employment | Joining Date: Relieving Date: |
| Employment Status | Full-time Employee Contract Employee |
| Monthly Salary (Net Earning) |  |
| Reason for Resignation |  |
| Reporting Manager Name |  |
| *Designation* |  |
| *Contact No.* |  |
| *Email ID* |  |
| HR Manager Name |  |
| *Contact No* |  |
| *Email ID* |  |

**MANDATORY: Attach any one of the following with this form as employment proof:**

Attach Relieving letter, Experience or Service Certificate, Last 3 months’ payslip& Letter of Authorisation

|  |  |
| --- | --- |
| **Reference Verifications** (Leave this blank if not applicable) | |
| Reference Person Name |  |
| Contact Number |  |
| Email ID |  |
| Current Employer name |  |
| Current designation |  |
| Address of the Company |  |
| Nature of relationship | Colleague Friend Others |

**Please list down the document proofs attached with this form:**