# Shaantam Resorts Pvt Ltd

## (Note : - Please fill each detail carefully and completely) Date:

**Affix Photo**

Placement Agency/ Ref : \_ Post Applied For:

Name:

(in Block Letters)

Date of Birth: Height Weight

PF Deduction in previous job: Yes ?NO . If yes - UAN No:

ESI – Was it being deducted in your previous job? Yes/No

Tobacco User: Yes/ No/ Sometimes Alcohol consumption: Yes/ No/ Sometimes

Father’s Name: Father’s Profession:

Father’s Mob. No. Father’ Address

Marital Status: Married/Single If Married, Husband/Wife Name:

Is Spouse employed: Yes/ No If yes, His/Her Profession:

No. of Children:  No. of Dependents:  Passport No./Pan No : Gender of Child 1. 2. 3.

Age of Child 1. 2. 3.

Studying in Class School Studying in Class School Studying in Class School If Child-1, Working-Designation Company Name Place Phone No.

If Child -2, Working-Designation Company Name Place Phone No.

## Mother’s name: No. of Brothers: No. of Sisters:

**Hobbies :**

## Family Background (in Brief):

**Travel Undertaken In India /Abroad:**

## (Tick / as applicable)

**Present Address** Own Rented **Permanent Address** Own Rented

|  |  |
| --- | --- |
|  |  |
|  |  |
| Mobile No. Phone No. | Mobile No.  Phone No. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Language s Known** | **Speak** | | | **Read** | | | **Write** | | |
|  | Fluent | Fair | Hardly | Fluent | Fair | Hardly | Fluent | Fair | Hardly |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

## Educational Qualifications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.  No | Degree/  Diploma | Board / Institute/  University | Year | Marks | Total  % | Subjects |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Professional Qualification :**

## Knowledge of MS Office : Rate yourself between 1 to 10

**Knowledge of Google Drive : Rate yourself between 1 to 10**

## Professional Training / Projects Attended (if any) :

|  |  |  |
| --- | --- | --- |
| **S.No** | **Training / Project** | **Duration** |
|  |  |  |
|  |  |  |

**Any Special Achievements (Academics/Job) :**

**Experience (In chronological order- working backwards for last three Companies):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Period | | Name of Organization | Position  Held | Reporting  To | Main Responsibilities | Salary | | Reason for  Leaving |
| From | To | First | Last |
|  |  |  |  |  |  |  |  |  |

Present Employer’s name: Tel No:

**Note:** Could we make a reference call to your present employer: Yes/No If Yes, could the call be made prior to making an offer to you: Yes/No

## Driving Skills: Car/Bike/Scooty/None Own Conveyance: Car/Bike/Scooty/None

Give two References (Apart from Spouse And Blood Relations)

Name: Name:

Designation: Designation:

Company : Company :

Address: Address:

Phone: Phone:

Give at least two Strengths and two Weaknesses about yourself:

Strengths:

Weaknesses:

Indicate what you like and dislike about the most (two each) in a person/ Organisation

Like :

Dislike:

Salary Drawn:Basic: Allowances: Total:

Salary Expected:

## Signatures of Candidate

**Date :**

# (For Office Use Only)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Personality |  |  |  |  |  |  |  |  |  |  |
| Communication Skills : English |  |  |  |  |  |  |  |  |  |  |
| Communication Skills : Hindi |  |  |  |  |  |  |  |  |  |  |
| Experience as per Job profile |  |  |  |  |  |  |  |  |  |  |
| Knowledge of Concerned Field |  |  |  |  |  |  |  |  |  |  |
| Knowledge of Other Field |  |  |  |  |  |  |  |  |  |  |
| Attitude |  |  |  |  |  |  |  |  |  |  |
| Eagerness to learn new things |  |  |  |  |  |  |  |  |  |  |
| Positivity in over All Personality |  |  |  |  |  |  |  |  |  |  |
| Experience in Google Drive OR  MS Office |  |  |  |  |  |  |  |  |  |  |
| Enthusiasm |  |  |  |  |  |  |  |  |  |  |

## Other Conversation:

**Recommendation/Comments:**

## Salary: Ready to join on (date):

**Probation Period: Interviewed by :**

## Sign of Administrative Incharge