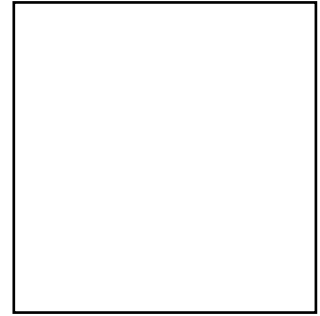




## Interview Record Form



**Note: Please fill the below details as per 10th Certificate**

First Name: Middle Name: Last Name:	Date:		
Present Address:	Permanent Address:		
Mobile:	E-Mail ID:		
Alternate Contact:	Alternate E-Mail ID:		
AADHAAR Card No:	Source	<input type="checkbox"/> Direct Applicant	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Vendor/Agency (Vendor Name):	
Date of Birth (DD/MM/YY):		<input type="checkbox"/> Referral (Name & SAP-ID):	
Any Backlogs in the Education Yes/No: If yes, how many	Have you Worked in HCL before: Yes / No If Yes mention your SAP Code:		
Skill:	24x7 Work shift - Yes / No:		
Total IT Exp. (in Yrs.):	Relevant Skill Exp. (in Yrs.):		
Nationality:			
Category of Position Applied For (To be filled by Recruiter)			

**Educational Background – Standard recognized full-time degree or diploma's only.**

Qualification	Full Time FT/ Part Time PT/ Distance education DE)	College / Institute / University	Area of Specialization	Start Date MM/YY	Passed Out MM/YY	Grade / %	Have Mark Sheet and Certificate YES/NO
X							
XII / Diploma							
Graduation							
Post-Grad							

Employment Details: (Starting with your present or most recent employer, please list of all your past employments)

Sl. No.	Company Name	Position Held (While leaving)	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Reasons for leaving	Have Offer letter (OL) / Relieving letter (RL)/ Experience Certificate (EC) Please Tick
						OL / RL / EC
						OL / RL / EC
						OL / RL / EC
						OL / RL / EC

Additional Relevant Diploma / Certificate / Training (Part time, full time or through correspondence)

Certificate / Course	Institute	Subject Area	Duration (Months)	Year of Completion

Current Fixed Comp:	Current Variable Comp:	Additional Allowance	Total Current Annual CTC
Expected CTC:	Notice Period:		

**PROFESSIONAL REFERENCES:**

(Please give references of people, who worked / working as your Lead / Reporting Manager/supervisor)

Name	Occupation	Contact & email ID	Relation with HCL Employee

**Declaration:**

I, \_\_\_\_\_ declare that the information provided by me above is true to the best of my knowledge and belief. Any misinterpretation or omission in above details renders me liable and I will abide the action taken by the company.

Date:

Signature:

Place: