



Tech Mahindra Limited
Sharda Centre, Off Karve Road, Pune-411 004

Application for Employment

Please affix
Passport-size
Photograph here

Sign on the Photograph

Personal Information

Name _____

First / Given Name

Middle Name

Surname / Last Name

Name of Father _____ Name of Mother _____

Date of Birth _____ Place of Birth _____ Marital Status _____

Nationality: _____ Passport (PP) No: _____

Place of PP Issue: _____ Dt. of PP Issue: _____ Dt. of PP Expiry: _____

If you don't have a valid PP, have you applied for one? (pls use (√) mark for selection)

Yes

No

If have applied for PP, Application No: _____ Dt. of Application: _____

Have you ever been refused/denied visa any time? (pls use (√) mark for selection)

Yes

No

If visa denied, give details:

Country	Type of Visa	Reason of Refusal/Denial	When Denied (date)

Present Address (PIN code mandatory)

_____ Pin _____

Landline Tel: _____ Mobile No: _____

Permanent Address (PIN code mandatory) (Write "Same as above" in case present and permanent addresses are same)

_____ Pin _____

Res. Tel: _____ Mobile No: _____

E-mail:

Primary: _____ Secondary: _____

Signature of Applicant: _____

Do you have any relative(s) working with any of the Mahindra Group Companies including Tech Mahindra)?

(pls use (√) mark for selection)

Yes

No

If yes, please give details below: -

Name of Relative: _____ Relationship: _____ Name of Company: _____

Name of Relative: _____ Relationship: _____ Name of Company: _____

Education Details (Only those done through Govt recognized institutes/universities)

Education	College/ University (with Location)	Name of Degree/ Level	Duration (MM/YY)		Specialization	Percentage
			From	To		
Matriculation/SSC/ Equivalent						
Intermediate/HSC/ Equivalent						
Diploma/ Equivalent						
Graduation/ Equivalent						
Post-Graduation/ Equivalent						

Employment History

(Need to cover gaps of more than 1 month in employments & education)

Present/Current Employment

Name of Employer:		Industry Type:			
Address:		Period of Service (DD/MM/YY)		Starting Salary	Current Salary
Reason for seeking change/leaving:		From	To		
Email & Ph. No.(s) of Employer					
Your Current Designation (as documented):		Name and Designation of Your Immediate Supervisor:			

Previous Employment/ Jobs

S. No.	Name and Address of Employer (Please also give Telephone Nos.)	Emp Id (Must fill)	Period (DD/MM/YYYY)		Designation	Last Salary Drawn (Per Annum)
			From	To		
1						
2						
3						
4						
5						

Signature of Applicant: _____

S. No.	Name and Address of Employer (Please also give Telephone Nos.)	Emp Id (Must fill)	Period (DD/MM/YYYY)		Designation	Last Salary Drawn (Per Annum)
			From	To		
6						
7						
8						
9						

Professional References

	Reference No 1	Reference No 2	Reference No 3
Name / Designation			
Email id and Mob. No.			
Nature of Association			

General

Have you ever applied for a job with any of the Mahindra Group Cos. in the last 6 months?

Yes

No

If yes, give details:

Name of Company	Position Applied For	Date of Application	Reason for Not Joining

Salary expected: _____/pa

Joining Time required: _____(months)

Any additional information you feel relevant to your candidature: _____

Declaration

I certify that:

1. The information furnished above is factually correct and subject to verification by Tech Mahindra Ltd.
2. All my education qualifications have been acquired from institutes duly recognized by Govt. established statutory authorities.
3. I accept that an appointment given to me can be revoked; if any of above information has been misstated or unstated.

Signature of Applicant_____
Date_____
Place

Tech Mahindra is an Equal Employment Opportunity Employer. It promotes and supports a diverse workforce at all levels in the Company. All qualified and eligible applicants will receive due consideration for employment without any regard to their race, religion, colour, gender, age, nationality, origin or disability. All applicants will be evaluated solely on the basis of their professional ability, competence, and requirement of the essential functions of the positions they have applied for.

YOUR PRESENT EMOLUMENTS (ANNUAL)

Basic	
DA	
CCA	
HRA	
Conveyance	
LTA	
Any Other Allowances/ Payments (Pls specify here and below)	
Gross Income	
PF	
Medical	
Insurance	
Any other Deductions (Pls specify here and below)	
Gross Deductions	
Net Salary per Annum	

Note: You are free to modify the contents/components of your salary in the blank column and delete those listed above if not applicable to you.

 Signature of Applicant

 Date

 Place

Background Verification Consent Form

I _____,

Last name

First name

Middle name

hereby authorize <**Tech Mahindra Limited**>, hereafter referred to Tech Mahindra, or a third party agency/agent engaged by Tech Mahindra to contact any former employers as indicated in the Application Form / Resume and carry out all background checks, not restricted to education and employment, deemed appropriate through the selection procedure.

I authorize former employers, agencies and educational institutes etc., to release any information pertaining to my employment / education and I release them from any liability in doing so.

I confirm that the information provided by me in the Application Form / Resume is true and correct. I understand that any misrepresentation of information or providing wrong information in the Application Form / Resume may, in the event of being employed by Tech Mahindra, result in disciplinary action by Tech Mahindra based on its then current policies, which may include termination for cause.

Signature: _____

Date _____

(DD / MMM / YYYY)