


## EMPLOYEE PERSONAL DATA FORM

Alacriti

First Name	Middle Name	Last Name
Ramya		Gattu
Applicant No/ Employee ID	Location	Date of Joining/Interview (dd/mm/yyyy)
AL397	Madhapur	28/01/2021

Please provide complete and correct information. All fields are mandatory.  
Please do not use short forms / abbreviations.

Personal Details			
Full Name (First, Middle, Last)			
First Name:			
Ramya			
Middle Name:			
Last Name:			
Gattu		Gender	
Former Name(s) / Maiden Name (if applicable to you)		Female	
Date of Birth (dd/mm/yyyy)		Aadhar Card No	PAN Card No
15/07/1998		-8208-4405-8811	FCNPR9575R
Father's Name		Mother's Maiden Name	
Gattu Somaiah			
Passport Details (Please ensure a copy of the passport or any other identity document (ration card or PAN card is attached))			
Passport No	Place of issue	Date of Issue	Expiry Date

Details of Address		
Current Residential Address (Complete Address) with Prominent landmark	Period of Stay	Contact Numbers
Amrutha varshini womens hostel, Madhapur	From (mon/yyyy)	Land Line
	Jan/2021	
	To (mon/yyyy)	Mobile Number
Apr/2021		
Permanent Address with Prominent landmark (if different from above)	Period of Stay	Contact Numbers

H-No:2-79/4,Thurpugudem,Thungathurthy,Suryapet Pincode:508280	From (mon/yyyy)	Land Line
	To (mon/yyyy)	Mobile Number 8374626419

First Name	Middle Name	Last Name
Ramya		Gattu

Educational Qualification Details			
<b>Educational Record - Post Graduation</b> (Please attach copy of degree certificate and final year mark sheet for this)			
College Name	Rajiv Gandhi University of Knowledge Technologies,Basar		
College Address	Basar,Nirmal 504107		
University name and Address	Rajiv Gandhi University of Knowledge Technologies,Basar, nirmal,504107		
Subjects Major	C,Java,Python,DataStructures,DBMS,Web Technologies, Operating Systems,Computer Networks,Software Engineering ,Digital Logic Design,Computer Organization and Architecture, Compiler Design,Formal Languages and Automata Theory,Artificial Intelligence,Data Mining		
Name of Degree/Diploma	From (mon/yyyy)	Roll No/ Enrollment No	B141316
B.Tech	Jul/2016	Graduted (Yes/No)	Yes
Program (full or Part time)	To (mon/yyyy)	Graduated on (mon/yyyy)	Oct/2020
	Sep/2020	Proof Attached (Yes/No)	No

Educational Record - Graduation			
(Please attach copy of degree certificate and final year mark sheet for this)			
College Name	Rajiv Gandhi University of Knowledge Technologies,Basar		
College Address	Basar,Nirmal 504107		
University name and Address	Rajiv Gandhi University of Knowledge Technologies,Basar, nirmal,504107		
Subjects Major	MPC		
Name of Degree/Diploma	From (mon/yyyy)	Roll No/ Enrollment No	B141316
Intermediate	Jul/2014	Graduted (Yes/No)	Yes
Program (full or Part time)	To (mon/yyyy)	Graduated on (mon/yyyy)	Jun/2016
Full	May/2016	Proof Attached (Yes/No)	No

First Name	Middle Name	Last Name
Ramya		Gattu

Educational Qualification Details
<b>Educational Record - other</b> (Please attach copy of degree certificate and final year mark sheet for this)

College Name	Z.P.H.S Thurpugudem		
College Address	Thrpugudem,Thungathurthy,Suryapet,508280		
University name and Address			
Subjects Major			
Name of Degree/Diploma	From (mon/yyyy)	Roll No/ Enrollment No	1426112978
SSC	Jun/2013	Graduted (Yes/No)	Yes
Program (full or Part time)	To (mon/yyyy)	Graduated on (mon/yyyy)	Apr/2014
Full	Mar/2014	Proof Attached (Yes/No)	No

Educational Qualification Details			
<b>Educational Record - other</b> (Please attach copy of degree certificate and final year mark sheet for this)			
College Name			
College Address			
University name and Address			
Subjects Major			
Name of Degree/Diploma	From (mon/yyyy)	Roll No/ Enrollment No	
		Graduted (Yes/No)	
Program (full or Part time)	To (mon/yyyy)	Graduated on (mon/yyyy)	
		Proof Attached (Yes/No)	

First Name	Middle Name	Last Name
Ramya		Gattu

Employer (1)

Employment Section			
Please give details of all previous employers covering last 7 years			
Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number are mandatory. If your last employer did not provide one, please mention and state reasons for the same.			
Details of Recent Emploment			
Company Name (1)		Department	Designation
Address (main office and branch where worked)		Employee Code/ Personnel No	Reporting Manager Name
Reporting Manager's Department & Designation		Contact No	Email ID
Nature of Employment (permanent or Temporary			
Agency Name & Address (if hired through a consultant)		Contact No	Email ID
Reasons for leaving	Remuneration (CTC)	Variable pay/ Incentives	Profident Fund A/C No:
Salary Bank Name	Branch	Account No	

Employment From (dd/mmm/yyyy)		Empt to(dd/mmm/yyyy)	
Can a reference be taken now? (Yes or No)		If no, When can it be taken?	
References Details	Designation	Contact No	Email ID
Additional Comments if any			

.....

.....

.....

.....

.....

.....

First Name	Middle Name	Last Name
Ramya		Gattu

Employer (2)
--------------

Employment Section		
Please give details of all previous employers covering last 7 years		
Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number are mandatory. If your last employer did not provide one, please mention and state reasons for the same.		
Details of Recent Emploment		
Company Name (2)	Department	Designation
Address (main office and branch where worked)	Employee Code/ Personnel No	Reporting Manager Name
Reporting Manager's Department & Designation	Contact No	Email ID

Nature of Employment (permanent or Temporary)			
Agency Name & Address (if hired through a consultant)		Contact No	Email ID
Reasons for leaving	Remuneration (CTC)	Variable pay/ Incentives	Profident Fund A/C No:
Salary Bank Name	Branch	Account No	
Employment From (dd/mmm/yyyy)		Empt to (dd/mmm/yyyy)	
Can a reference be taken now? (Yes or No)		If no, When can it be taken?	
References Details	Designation	Contact No	Email ID
Additional Comments if any			

First Name	Middle Name	Last Name
Ramya		Gattu

Employer (3)

Employment Section			
Please give details of all previous employers covering last 7 years			
Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number are mandatory. If your last employer did not provide one, please mention and state reasons for the same.			
Details of Recent Emploment			
Company Name (3)		Department	Designation
Address (main office and branch where worked)		Employee Code/ Personnel No	Reporting Manager Name
Reporting Manager's Department & Designation		Contact No	Email ID
Nature of Employment (permanent or Temporary			
Agency Name & Address (if hired through a consultant)		Contact No	Email ID
Reasons for leaving	Remuneration (CTC)	Variable pay/ Incentives	Profident Fund A/C No:
Salary Bank Name	Branch	Account No	
Employment From (dd/mmm/yyyy)		Empt to (dd/mmm/yyyy)	
Can a reference be taken now? (Yes or No)		If no, When can it be taken?	
References Details	Designation	Contact No	Email ID
Additional Comments if any			



-----

-----

-----

First Name	Middle Name	Last Name
Ramya		Gattu

Employer (4)

Employment Section			
Please give details of all previous employers covering last 7 years			
Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number are mandatory. If your last employer did not provide one, please mention and state reasons for the same.			
Details of Recent Emploment			
Company Name (4)		Department	Designation
Address (main office and branch where worked)		Employee Code/ Personnel No	Reporting Manager Name
Reporting Manager's Department & Designation		Contact No	Email ID
Nature of Employment (permanent or Temporary			
Agency Name & Address (if hired through a consultant)		Contact No	Email ID
Reasons for leaving	Remuneration (CTC)	Variable pay/ Incentives	Profident Fund A/C No:

Salary Bank Name	Branch	Account No	
Employment From (dd/mm/yyyy)		Empt to (dd/mm/yyyy)	
Can a reference be taken now? (Yes or No)		If no, When can it be taken?	
References Details	Designation	Contact No	Email ID
Additional Comments if any			

.....

.....

.....

.....

.....

.....

First Name	Middle Name	Last Name
Ramya		Gattu

Employer (5)
--------------

Employment Section		
Please give details of all previous employers covering last 7 years		
Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number are mandatory. If your last employer did not provide one, please mention and state reasons for the same.		
Details of Recent Emploment		
Company Name (5)	Department	Designation

Address (main office and branch where worked)		Employee Code/ Personnel No	Reporting Manager Name
Reporting Manager's Department & Designation		Contact No	Email ID
Nature of Employment (permanent or Temporary)			
Agency Name & Address (if hired through a consultant)		Contact No	Email ID
Reasons for leaving	Remuneration (CTC)	Variable pay/ Incentives	Profident Fund A/C No:
Salary Bank Name	Branch	Account No	
Employment From (dd/mm/yyyy)		Empt to (dd/mm/yyyy)	
Can a reference be taken now? (Yes or No)		If no, When can it be taken?	
References Details	Designation	Contact No	Email ID
Additional Comments if any			

.....

.....

.....

.....

.....

.....

.....

First Name	Middle Name	Last Name
Ramya		Gattu

Employer (6)

Employment Section			
Please give details of all previous employers covering last 7 years			
Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number are mandatory. If your last employer did not provide one, please mention and state reasons for the same.			
Details of Recent Emploment			
Company Name (6)		Department	Designation
Address (main office and branch where worked)		Employee Code/ Personnel No	Reporting Manager Name
Reporting Manager's Department & Designation		Contact No	Email ID
Nature of Employment (permanent or Temporary			
Agency Name & Address (if hired through a consultant)		Contact No	Email ID
Reasons for leaving	Remuneration (CTC)	Variable pay/ Incentives	Profident Fund A/C No:
Salary Bank Name	Branch	Account No	
Employment From (dd/mm/yyyy)		Empt to (dd/mm/yyyy)	
Can a reference be taken now? (Yes or No)		If no, When can it be taken?	
References Details	Designation	Contact No	Email ID
Additional Comments if any			

First Name	Middle Name	Last Name
Ramya		Gattu

Employer (7)

Employment Section		
Please give details of all previous employers covering last 7 years		
Ensure that you are descriptive wherever necessary – e.g. If Co. is closed, do mention it. Employee Code/ ID/ Number are mandatory. If your last employer did not provide one, please mention and state reasons for the same.		
Details of Recent Emploment		
Company Name (7)	Department	Designation
Address (main office and branch where worked)	Employee Code/ Personnel No	Reporting Manager Name
Reporting Manager's Department & Designation	Contact No	Email ID
Nature of Employment (permanent or Temporary		
Agency Name & Address (if hired through a consultant)	Contact No	Email ID

Reasons for leaving	Remuneration (CTC)	Variable pay/ Incentives	Profident Fund A/C No:
Salary Bank Name	Branch	Account No	
Employment From (dd/mm/yyyy)		Empt to (dd/mm/yyyy)	
Can a reference be taken now? (Yes or No)		If no, When can it be taken?	
References Details	Designation	Contact No	Email ID
Additional Comments if any			

First Name	Middle Name	Last Name
Ramya		Gattu

Education/ Employment Gaps			
Please account for any and all gaps in education or employment during your tenure			
Detail	From (mm/yyyy)	To (mm/yyyy)	Reason

<b>Detail</b>	<b>From (mm/yyyy)</b>	<b>To (mm/yyyy)</b>	<b>Reason</b>
<b>Detail</b>	<b>From (mm/yyyy)</b>	<b>To (mm/yyyy)</b>	<b>Reason</b>
<b>Detail</b>	<b>From (mm/yyyy)</b>	<b>To (mm/yyyy)</b>	<b>Reason</b>

1. Are you currently engaged in any other business either as a proprietor, partner, officer, director, trustee, employee, agent or otherwise? Yes or No	
If yes, Please give details below	

2. Have you ever been arrested for or convicted of a criminal offence? Yes or No	
If yes, Please give details below	

3. Have you ever been declared bankrupt? Yes or No	
If yes, Please give details below	

4. Have you ever had any civil judgments made against you ? Yes or No	
If yes, Please give details below	

5. Do you know (or) are you related to anyone who works for the company? Yes or No	
If yes, Please give details below	

### Declaration and Authorization by Applicant

I understand that any employment by Alacriti Infosystems Pvt. Ltd. Is conditioned upon positive responses from my references, bonding eligibility, continued adherence to Alacriti's policies and procedures, applicable rules and regulations and job performance satisfactory at all times to Alacriti.

I Cosent to take any pre or post-employment examinations as may be required by Alacriti or its representative, and release Alacriti from any liability that may arise from such examination.

I Authorize an enquiry to be made on the informaton contained on this application. Upon written request, the nature and the scope of this inquiry will be made available to me. Former employers named on this application are authorized to give information about me and I release them from all liability for issuing such information. I further authorize Alacriti to contact any of my former employers to verify the information I have provided and inquire as to my work history.

I hereby attest and warrant that all my answers on this application as well as on all forms completed in conjunction with my employment are true and accurate. I understand that my mis representation of facts, failure to disclose information required on this application or material change in my information provided which is not reported to Human Resources shall be cause for dismissal/ Termination of my employment regardless of when discovered by Alacriti

Signed: \_\_\_\_\_ G.Ramya

Name in Capital Letters: \_\_\_\_\_ GATTU RAMYA

Date: \_\_\_\_\_ 12-02-2021



### **Documents Required - Mandatory**

#### **For Education Verification:**

**Photocopy of:** (originals required for verification on the joining date)

All Educational Certificates from 10th the Highest

4 passport size photographs – (1 soft copy for ID Card)

Any additional certificates you have.

Two References.

#### **For Employment Verification:**

**Photocopy of :-** (originals required for verification on the joining date)

Relieving/Experience certificate

Offer letter

Hike letters

Pay Slips (last 3 months)

PF details if any

Two References.

#### **For Address & Identification:**

**Photocopy of:** (originals required for verification on the joining date)

Voter ID – 2 copies

Aadhar Card – 2 copies

Ration Card – 2 copies

Passport – 2 copies

PAN Card – 2 copies