## **Employment Application Form**

Attach recent passport size photograph

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| **Personal Details** | | | |
| **Please expand initials in your name** | | | |
| **Title (Mr./Ms.)** | **First Name** | **Middle Name** | **Last Name** |
| **Mr/Ms.** |  |  |  |
| **Gender: 🞏 Male 🞏 Female Nationality: …………………..**  **Date of Birth : …………………………**  **Place of Birth: …………………………….**  **Maiden Name: (applicable for married ladies): ……………………………………….**  **Father’s Name: ……………………………………………..**  **Mother’s Name: …………………………………...............**  **Contact Number/s: …………………………………………**  **Personal Email ID: ………………………………………………………….**  **Alternate Email ID: …………………………………………………………..** | | | |

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| **Education Details (**Please mention all education details starting from highest full-time degree obtained**)** | | | | | | |
| **Qualification with Specialization (Starting from most recent)** | **Institution Name & City (School/College)** | **University Name & City / Board Affiliated To** | **Period**  **(From – To)**  **(dd/mm/yyyy)** | **Student ID / Reg No.** | **Program**  **(Part Time / Full Time)** | **% age marks / CGPA** |
| **Highest Qualification** |  |  |  |  |  |  |
| **Second Highest** |  |  |  |  |  |  |
| **State reasons for gap in education (if any) :** | | | | | | |

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|  | **Employer I** | **Employe II** |
| **Company Name** |  |  |
| **Address  (Main office & branch where worked) with Company Telephone - Board Line** |  |  |
| **Employment Type  &  Designation/ Position held** | Permanent  Contract  Designation: | Permanent  Contract  Designation: |
| **Reported to (Name & Position & direct contact number)** |  |  |
| **Employment Period (dd/mm/ yyyy) From – To** |  |  |
| **Emp Code** |  |  |
| **Last drawn monthly gross salary (INR)** |  |  |
| **Reasons for leaving** |  |  |
| **Mode of separation from the organization (Pls select the option)** | Resignation  Termination  Absconded  Closed Operations  Others (Pls Specify) | Resignation  Termination  Absconded  Closed Operations  Others (Pls Specify) |

* **Ensure that you are descriptive wherever necessary – e.g. If your previous company is closed, please do mention it. Telephone Number with specific location code, Employee Code/ ID/ Number is mandatory. If your previous employer did not provide the Employee ID please mention, and state reasons for the same.**
* **Employment details should be of the company you are on the payroll of, not of a company you are deputed to on an assignment with. In case you are showing employments experience in a skill enabling or professional Training institute the same should only be shown if you were on the payroll of such an institute.**

# Letter of Authorization

## To Whomsoever It May Concern

If employed by **M/s. Varsity Education Management Private Ltd,** I agree to provide copies of mark sheets and relevant certificates. I understand that employment with **M/s.** **Varsity Education Management Private Ltd,** is governed by **M/s Varsity Education Management Private Ltd,** Employment Policies as applicable, including satisfactory information from a background check.

I hereby certify all of the statements made on the **M/s Varsity Education Management Private Ltd,** Employee Application Form are true and complete, and I understand that omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

As a condition of Company's consideration of my application for employment with the Company, I hereby give my consent to **M/s.** **Varsity Education Management Private Ltd,** to investigate or cause to be investigated through any third parties my personal, educational, pre or post employment history, criminal and all other checks relevant to the company. I understand that the background investigation will include, but not be limited to, verification of all information given by me to the Company. I confirm that the Company is entitled to share such investigation report with its clients to the extent necessary in connection with the Services, which I may be required to provide to such clients. I confirm and undertake that the Company shall incur no liability or obligation of any nature whatsoever resulting from such investigation or sharing of the investigation results as above.

**Signature :**

**Name in Capitals :**

**Date :**

**Documents Required for Verification**

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| [**Previous Employment**](http://uds.in/) | [**Education (Highest)**](http://uds.in/) |
| 1. For [Latest Employer (Still Active candidate) – Last 3 months pay slips](http://uds.in/) 2. [Relieving Letter, Experience Letter and/or Service Certificate of previous employers (last 5 years/Last 2 employments)](http://uds.in/) | 1. [Final Year Mark sheet](http://uds.in/) 2. [Degree certificate](http://uds.in/) 3. [Provisional Certificate](http://uds.in/) 4. [Consolidated mark sheet](http://uds.in/) |