

Post Applied For : _____

Name (IN BLOCK LETTERS) : _____

Father/Mother/Husband Name : _____

Gender

Birth Date

Age

Marital Status

Marriage Anni. Date

Religion

Caste

Category

Present Address (☐ Own / ☐ Rented / ☐ Shared) :

District :
State :
Pincode :

Permanent Address : Same As Present? ☐

District :
State :
Pincode :

Email

Aadhar #

PAN No #

UAN No #

ESIC #

Contact Details

Handphone

Home

Dependent

Emergency

Physical Status

Blood Group

Weight

Height

Family Background

Relationship	Name	DOB	Education	Occupation	Organisation	Monthly Income
Father						
Mother						
Spouse						
Sibling 1						
Sibling 2						
Dependent 1						
Dependent 2						

Do you have driving license?

Which Vehicle do you own?

Passport #

Have you been to abroad?

Dropbox

 If yes, please fill the details.

SN	Country Visited	Duration	Purpose

Hobbies	
Participation	
Sports	
Liberal-arts	
Others	

Strengths	Weaknesses

What is your future Goal?

Education						
Sr. No.	Passing Year	Degree	Main Subject	Institute	Percentage	Attachment
1		10th / SSC				
2		10 + 2 / HSC				
3		Diploma / ITI				
4		Graduation				
5		PG / Masters				

Additional Qualification						
Sr. No.	Passing Year	Degree/Certification	Subject	Institute	Percentage	Attachment
1						
2						
3						

Training / Workshop						
Sr.No.	Training / Workshop Description	Duration		Institute		Certificate Attachment
		From	To			
1						
2						
3						

Skills	
Soft Skills (For e.g. Leadership, Negotiations etc.)	Computer Skills (For e.g. SAP, MS Office etc.)

Languages Known	Write	Read	Speak
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work History (From Present to Starting)

Organization Name	Designation	Duration		Salary Details		Reason for Leaving
		Date of Joining	Date of Leaving	At the time of joining	At the time of leaving	

Awards & Achievements

Sr. No.	Description	Received For
1		
2		
3		
4		

What is your present job profile and responsibilities?

Reason to change your present organization?

Why do you want to join our organisation?

Note: 6 Month notice period required at the time of resignation.

Notice Period in Current Organization : _____

CTC Details (INR)

Salary Structure		Annual
Fix Pay	Basic Salary	₹
	HRA	₹
	Conveyance	₹
		₹
	Total	₹
Variable Pay		₹
		₹
		₹
	Total	₹
Other Perks		₹
	Total	₹
Deductions	PF (Employer)	₹
	ESIC (Employer)	₹
	PF (Employee)	₹
	ESIC (Employee)	₹
	PT	₹
	TDS	₹
	Total	₹
Net Take Home Salary		₹

Expected Hike on Current Salary (In %) ☐ Negotiable ☐ Non-Negotiable

Reason for Hike_____

Payslips

Professional References

Sr. No.	Name & address	Contact	Occupation	Company/Business	Known Since (In years)

For business needs, Sometimes you need to travel at different location (As & When required). ☐ Yes ☐ No
Are you comfortable with this?

Have you ever been tried / convicted by a court of law in India or Abroad? ☐ Yes ☐ No

Have you ever had any life threatening / contagious ailment? (If yes, kindly furnish medical history reports) ☐ Yes ☐ No

It is hereby informed that you may have to sign an employment bond for such term as per the internal policy of the company by whom you may be recruited through Z Ventures. Are you ready for such bond? ☐ Yes ☐ No

It is hereby informed that you may have to undergo a background verification as per the internal policy of the company by whom you may be recruited through Z Ventures. Are you ready for such Verification? ☐ Yes ☐ No

Declaration:

I hereby declare that the above information is correct & complete to the best of my knowledge and belief and nothing relevant has been concealed. I undertake to inform you of any changes therein, immediately. I understand that if I am found at any time to have concealed or misrepresented any material / facts or information against any of the above particulars, my appointment in the company by whom I may be hired shall be liable to be terminated without notice. I hereby also grant authority & permission to Z Ventures to store and share my information with its clients for recruitment purposes.

Date : _____

Place : _____

Signature :

Candidate Feedback :

1.

2.

3.

4.

5.

6.

Interviewer’s Remark / Observations :

Interviewer Name

1.

2.

3.

4.

Interview Evaluation Card

Interview evaluation forms are to be completed by the interviewer to rank the candidate's overall qualifications for the position for which they have applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the scale below.

SCALE	5– Exceptional	4 – Above Average	3 – Average	2 – Satisfactory	1 – Unsatisfactory
-------	----------------	-------------------	-------------	------------------	--------------------

Parameters	Interviewer-1					Interviewer-2					Interviewer-3					Interviewer-4				
	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1	5	4	3	2	1
Educational Background																				
Prior Work Experience																				
Technical Qualifications/Experience																				
Verbal Communication																				
Candidate Interest																				
Knowledge of Organization																				
Team building / Interpersonal Skill																				
Initiative																				
Time Management																				
Overall Impression																				
Assessment Score																				

Signature of Interview Panel

Interviewer-1

Interviewer-3

Interviewer-2

Interviewer-4

CTC Details (INR)

Salary Structure		Monthly	Annual
BASIC STRUCTURE	Basic Salary	₹	₹
	HRA	₹	₹
	Conveyance	₹	₹
	Misc. Allowances	₹	₹
FIXED PAY		₹	₹
VARIABLE STRUCTURE & BENEFITS	Performance Incentive	₹	₹
	Reimbursement of Insurance Premium	₹	₹
	Special Retention Pay (Yearly Paid)	₹	₹
	Holiday Bonus (Yearly reimburse)	₹	₹
TOTAL SALARY		₹	₹
OTHER BENEFITS	Interim Leave Encashment	₹	₹
	Statutory Bonus (Interim)	₹	₹
TOTAL SALARY WITH BENEFITS / CTC		₹	₹
EMPLOYER CONTRIBUTION	PF Contribution	₹	₹
	ESIC Contribution	₹	₹
EMPLOYEE CONTRIBUTION	PF Contribution	₹	₹
	ESIC Contribution	₹	₹
	Professional Tax	₹	₹
	Employee Welfare Fund	₹	₹
TOTAL DEDUCTIONS		₹	₹
NET TAKE HOME		₹	₹

Final Approval with Signature