

“Company Logo”				
Full Name in Block Letters : DR / MR / MRS / MISS :				
Date of Birth	Blood Group	Nationality	Marital Status	Present Location
Father’s Name :			Occupation :	
Spouse’s Name :			Occupation :	
Address to which we should write			Permanent Address	
Telephone Number : Mobile Number : Mail id :			Telephone Number : Mobile Number :	
Name & Phone numbers of the person(s) To Contact In Case Of Emergency				

POSITION:

Position Applied For	
Experience	Total : Relevant :
Have you attended any other interview here?	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Give details
Time or Number of days required to Join	
Current CTC / Salary (Per Annum)	
Expected CTC / Salary (Per Annum)	

SKILL SETS:

Sl.No.	Skill Set	Rating (Out of 10)
1		
2		
3		
4		
5		

WORK EXPERIENCE

Present Employer:

Name of the Company :	Date of Joining :
Designation : When Joined :	Present:
Reason For Leaving :	
Current area of responsibility	Reporting Structure (whom you report to and those who report to you)

Significant Achievements on the job:

Previous Experience (Excluding Present Job & in descending order):

Sl.No	Name of Organization	Designation	Duration of Service Month & Year		Reason for Leaving
			From	To	
1					
2					
3					
4					
5					

ACADEMIC PROFILE:

Examination Passed	Name of Course with Specialization	Year of Study (Month & Year)		Name of School / College / University	Percentage of Marks
		From	To		
1. S.S.L.C					
2. PUC / HSC					
3. Diploma (if Applicable)					
4. Graduation					
5. Post Graduation (if Applicable)					
6. Others					

References:

1. From Present Organization Name: Address: Telephone No:	2. From Previous Organization Name: Address: Telephone No:	3. Others Name: Address: Telephone No:
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Date: _____

Signature: _____