**COMPANY EXECUTIVE SUMMARY FORM**

**POST APPLIED FOR : ---------------------------------------------------------------------------------------------**

1. Full Name **:** ………………………………………………………..
2. a. Permanent Address **:** ………………………………………………………..

Tel. No. **:** Res **:** ……..…………. Mobile **:** ……………….....

b. Temporary Address **:** ………………………………………………………..

1. Date of Birth & Place **:** ………………………………………………………...
2. National Identity Card No. **:** …………………………………………………………
3. a. Father’s Name & Place of birth **:** …………………………………………………………

b. Mother’s name & place of birth **:** …………………………………………………………

1. Driving licence category & No.(if any) **:** ……………….. 7. Religion **:** …………………

8. Passport No. **:** …………………. 9. Electorate **:** …………………

10. Civil Status **:** ……………………

1. Name of Spouse **:** …………………….
2. Company &Designation (if employed **:** ………………………………………………………….
3. School /s attended **:** ………………………………………………………….
4. Educational Qualifications **:**
5. GCE (O/L) GRADE b. GCE (A/L) GRADE

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1. Academic qualifications **:**

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1. Membership of professional bodies :

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1. Work Experiences

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| --- | --- | --- | --- | --- |
| ORGANIZATION | POSITION HELD | FROM | TO | SALARY Rs. |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |

1. Any special knowledge or skill you posses

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1. What is your expect salary ; Rs . ……………………
2. How do you see yours self after 10 years from now ?

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1. What is your proudest moment /instance in your career hitherto :

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1. What are your future ambitions ?

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*I here by declare that the above particulars furnished by me are true and accurate to the best of my*

*Knowledge. Should there be any inaccuracy found following my appointment, I am aware that my*

*services are liable to be terminated without any notice or without any compensation.*

……………………………… …..……………………….

DATE SIGNATURE