# **PROFILE**

NOTE: The details below in the profile view should has an option to update

## **GENERAL INFORMATION**

* 1. Full name
  2. Employee Number
  3. Appointment date
  4. Nationality
  5. NIC / passport Number
  6. Religion
  7. Gender
  8. Date of Birth
  9. Address
     1. Permanent
     2. Residential
  10. Contact Number
      1. Mobile
      2. Residential
  11. Email id:
  12. Marital Status:
  13. Basic Salary:

## **ACADEMIC QUALIFICATION**

1. Primary Education

Below detail should be a table view

(year, school, examination passed, subjects & grades)

1. Secondary Education

Below detail should be a table view

(year, school/ university, examination passed & grades

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period Year  From – To | Name of School, University or other Institution | Subject Examinations passed (with date of any previous attempts or impending, scholarship or other distinctions, special Academic Achievements. | Year of Graduation | Subject offered and Grading |
| Primary Education |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Secondary Education |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **PROFESSIONAL QUALIFICATION**

*Below detail should be a table view*

(professional institute, qualification, duration)

|  |  |  |  |
| --- | --- | --- | --- |
| Period Year  From – To | Name of School, University or other Institution | Subject Examinations passed (with date of any previous attempts or impending, scholarship or other distinctions, special Academic Achievements. | Subject offered and Grading |
| Professional Qualification |  |  |  |
|  |  |  |
|  |  |  |
| Professional Memberships |  |  |  |
|  |  |  |
|  |  |  |

## **RECORD OF EMPLOYMENT**

*Below detail should be a table view as shown*

1. Month & Year (From - To)
2. Period
3. Name & Address of Place of Work
4. Designation & Type of Work
5. Reason for leaving
6. Leaving/ present salary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Name & Address of | Designation & Type | Reasons for | Leaving / |
| Month & Year | | Period | Place of Work | of Work | Leaving | Present |
| From | To |  |  |  |  | Salary |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## **REFEREES**

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| Email | Email |
| Telephone Number | Telephone Number |
| Relationship to the employee | Relationship to the employee |

## **ATTACHMENT CHECKLIST**

NOTE: Below details should be a checklist view where a user can view the document availability

**Documents (Original + Copies)**

1. Job application
2. Passport size photo
3. Source of recruitment (attachment if any)
4. Curriculum Vitae
5. NIC certified copy
6. Birth certificate
7. Marriage certificate
8. Job offer letter
9. Job description
10. Agreements and contracts
11. Letter of job acknowledgement
12. Proof of educational and professional qualifications
13. Interview marks and results
14. Medical report (medically fit for work)
15. Salary, EPT, ETF and other details
16. Pre-employment and appointment docs including offers of employment
17. Forms relation to employee benefits
18. Forms providing next of kin and emergency contacts
19. Awards and citations of excellent performance
20. Other letters and documents exchanged

## **ROLES & RESPONSIBILITY**

1. Job title
2. Reporting to:
3. Responsibility for:
4. Location:
5. Key activities:
6. Current project
7. Previously worked