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| --- | --- | --- | --- |
| **Interview** | **Date** | **Time** | **No** |
| First |  |  |  |
| Second |  |  |  |
| Skype Id |  |  |  |
| Deviation Letter (If Any) |  | |  |

AFFIX YOUR PASSPORT – SIZE PHOTO HERE

**APPLICATION FORM**

**(Fill with neat handwriting/Typing) DATE: 23-Nov-18**

|  |  |
| --- | --- |
| **POST APPLIED FOR:** |  |
| **FULL NAME:**  (In block letters) |  |
| **APPLIED WITH REFERENCE:**  (Recruiter’s Name) |  |

|  |  |
| --- | --- |
| Mobile No. |  |
| Email ID |  |
| Date of Birth |  |
| Marital Status |  |
| Gender |  |
| Aadhar Card | (Yes / No) |
| Passport | (Yes / No) |
| Category: General/SC/OBC/ST/If Others (Specify) |  |
| Have you been interviewed by us?  If yes, please specify date of interview | (Yes / No) |
| Do you know any of our employees?  If yes, please specify name & relationship: | (Yes / No) |
| Are you pursuing/ planning any further  educational course? If yes, please specify | (Yes / No) |

**QUALIFICATION DETAILS: (Start With Latest Qualification)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Qualification** | **Specialization** | **School / College / University** | **Year of**  **Passing** | **% / Grade** | **Medium of**  **Education** | **Full /Part**  **Time / Distance** |
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| **MENTION THE APPROPRIATE OPTION** | | | | | **YES / NO** |
| Open to Field work | | | | |  |
| Open for travelling for Exhibitions / Seminars in | | | | **INDIA** |  |
| **ABROAD** |  |
| Addictions | Tobacco | | | |  |
| Smoke | | | |  |
| Alcohol | | | |  |
| **PHYSIOLOGICAL INFORMATION:** | | | | | |
| Blood Group | | Height | Weight | | |
|  | |  |  | | |
| Health Hazards / Physical disabilities (If Yes, Please specify below) | | | Yes / No | | |
|  | | | | | |

**ADDRESS DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT ADDRESS** | | **NATIVE ADDRESS** | |
| Communication Residence Address: |  | Native Place: |  |
| City/ District/ Village: |  |  | |
| Pin Code: |  |  | |
| State: |  |  | |
| Landmark: |  |  | |

**FAMILY DETAILS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Middle Name** | **Last Name** | **Date of Birth** | **Relationship** | **Occupation** |
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**COMPUTER/ SOFTWARE PROFICIENCY:**

\* TICK “**√ ”** IF YOU KNOW & **“X“**IF YOU DO NOT KNOW IN SKILL CHECK BOX

\* IF YOU KNOW THEN MENTION THE DETAILS IN GIVEN RESPECTIVE COLUMNS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOFTWARE** | **SKILL \*** | **VERSION/ TYPE** | **BASIC** | **ADVANCE** |
| MS WORD | € |  |  |  |
| MS EXCEL | € |  |  |  |
| MS OUTLOOK | € |  |  |  |
| MS POWERPOINT | € |  |  |  |
| INTERNET | € |  |  |  |
| TALLY | € |  |  |  |
| PHOTOSHOP | € |  |  |  |
| COREL DRAW | € |  |  |  |
| AUTO CAD | € |  |  |  |
| ANSYS | € |  |  |  |
| CREO PARAMATRIC/ PRO ENGINEER | € |  |  |  |
| CATIA | € |  |  |  |
| DRAFT SIGHT | € |  |  |  |
| SOLID WORKS | € |  |  |  |
| SOLID EDGE | € |  |  |  |
| TURBO CAD | € |  |  |  |
| OTHER (PLEASE SPECIFY) |  | |  |  |
|  | |  |  |
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**LANGUAGES KNOWN:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Speak** | **Read** | **Write** |
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| **Mother Tongue:-** |  | | |

I hereby declare that all the information given by me is true. In case, any of the information is found to be incorrect then company can take action against me including termination

**DATE: 23-Nov-18**  **SIGNATURE**:

**DETAILS OF PRESENT & PREVIOUS ORGANIZATIONS**

**(Start With Current Employer)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company Name** | **Designation** | **Location** | **Employment Period** | | **Salary**  **Drawn**  **(CTC Per**  **Annum)** | **Reason for**  **Leaving** |
| **From**  **(MM/YY)** | **To**  **(MM/YY)** |
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**CURRENT JOB DESCRIPTION:**

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| **Current** **Fixed**- CTC p.a.: | CTC p.m.: | Take Home p.m.: |
| **Variable Pay -** p.a.: | VariablePay p.m.: | Variable Pay Received:  **(In Current FY)** |
| **Expected** - CTC p.a.:  (**Fixed + Variable)** | CTC p.m.: | Take Home p.m.: |
| **Notice Period :** | | |

**\*(Variable Pay denotes your Incentives, Performance Pay, Commission etc...)**

|  |  |
| --- | --- |
| **CURRENT SALARY BREAK-UP** | |
| **Details of Break-up** | **Monthly** |
| Basic |  |
| HRA |  |
| Conveyance Allowance |  |
| Medical Allowance |  |
| Education Allowance |  |
| Special Allowance |  |
| + |  |
| + |  |
| + |  |
| **Gross Per Month** |  |
| **Other Allowance** |  |
| Bonus |  |
| LTA |  |
| Leave Salary |  |
| Company Contribution to PF |  |
| Gratuity |  |
| Incentive |  |
| + |  |
| + |  |
| + |  |
| + |  |
| **Monthly CTC** |  |

Income from any other source? If yes, please specify:

**1**.

**References:**

Please list two persons from recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name & Designation of Person** | **Organization** | **Official Contact Details** |
| 1 | (Reporting Manager) |  | **Landline No: -** |
| **Mobile No. :-** |
| **Email Id :-** |
|  | | | |
| 2 | (HR Department) |  | **Landline No: -** |
| **Mobile No. :-** |
| **Email Id :-** |