Interview Record Form

|  |  |  |
| --- | --- | --- |
| Name: | Date: | |
| Present Address: | Permanent Address: | |
| Mobile: | E-Mail ID: | |
| Alternate Contact: | Alternate E-Mail ID: | |
| Passport Number: | Source | Direct Applicant |
| Gender : Male Female | Vendor/Agency (Vendor Name): |
| Date of Birth (DD/MM/YY): | Referral (Name & SAP-ID): |
| Any Backlogs in the Education Yes/No : If yes, how many | Have you Worked in HCL before : Yes / No If Yes mention your SAP Code : | |
| Skill: | 24x7 Work shift - Yes / No : | |
| Total IT Exp. (in Yrs.): | Relevant Skill Exp. (in Yrs.): | |
| Nationality: | | |
| Category of Position Applied For (To be filled by Recruiter) | | |

**Educational Background** – Standard recognized full time degree or diploma’s only.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Qualification | Full Time FT/ Part Time PT/ Distance education DE) | College / Institute / University | Area of Specialization | Start Date MM/YY | Passed Out MM/YY | Grade  / % | Have Mark Sheet and Certificate YES/NO |
| X |  |  |  |  |  |  |  |
| XII / Diploma |  |  |  |  |  |  |  |
| Graduation |  |  |  |  |  |  |  |
| Post-Grad |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |





**Employment Details:** (Starting with your present or most recent employer, please list of all your past employments)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Company Name** | **Position Held (While leaving)** | **From (DD/MM/YYYY)** | **To (DD/MM/YYYY)** | **Reasons for leaving** | **Have Offer letter (OL)/ Relieving letter (RL)/ Experience Certificate (EC)**  **Please Tick** |
|  |  |  |  |  |  | OL / RL / EC |
|  |  |  |  |  |  | OL / RL / EC |
|  |  |  |  |  |  | OL / RL / EC |
|  |  |  |  |  |  | OL / RL / EC |
|  |  |  |  |  |  | OL / RL / EC |

**Additional Relevant Diploma / Certificate / Training (Part time, full time or through correspondence)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Certificate / Course | Institute | Subject Area | Duration (Months) | Year of Completion |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CTC Details** | **Fixed Comp:** | **Variable Comp:** | **Additional Allowance** | **Total Annual CTC** |
| Expected CTC: | | Notice Period: | | |

**PROFESSIONAL REFERENCES:**

**(Please give references of people, who worked / working as your Lead / Reporting Manager/supervisor)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Occupation** | **Contact & email ID** | **Relation with HCL Employee** |
|  |  |  |  |
|  |  |  |  |

**Declaration:**

I, declare that the information provided by me above is true to the best of my knowledge and belief. Any

misinterpretation or omission in above details renders be liable and I will abide the action taken by the company.

**Date: Signature:**

**Place:**