#### Employment Application Form (EAF)

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| **Personal Details** | |
| Full Name *( as given in your passport with initials expanded)*  --------------------------------------- ------------------------------------- --------------------------------  *First Middle Last Name / Surname*  Former Name(s) / Maiden Name (where applicable)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Father’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *First Middle Last / Surname* | |
| Marital status:  Single  Married  Gender:  Male  Female  Date of birth (dd/mm/yy): ………………………….  Place of birth: ………………..…………  Blood group: ........................................... | Contact Information:  Mobile: .............…………… Landline: …………………..…...............………  Emergency: ……………......... Personal Email ID: ................................................ |

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| **Details of Address** (Please provide Mobile Numbers of your family members who can verify the address) | | |
|  | Complete Address- (Detailed) – All 7 years address without any gap | From:(mm/yy) To:(mm/yy) |
| Permanent Address  (Specify landmark) |  | Start Date:  End date: |
| Current Address  (Specify landmark) |  | Start Date:  End date: |
| Immediate Previous address. I |  | Start Date:  End date: |
| Immediate Previous address. II |  | Start Date:  End date: |
| Immediate Previous address. III |  | Start Date:  End date: |
| Immediate Previous address. IV |  | Start Date:  End date: |
| Immediate Previous address. V |  | Start Date:  End date: |

**Educational Qualifications**

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| **Post-Graduation** | | | | |
| College Name: | |  | | |
| University Name: | |  | | |
| Program:  Full Time  Part Time  Distant Education | | | | Period: (month / year)  (Start & End Date)  ----------- to ------------- |
| Type of degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Graduation date (month / year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Aggregate % / Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If graduation not completed- give reasons:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Graduation** | | | | |  | |
| College Name: | |  | | |
| University Name: | |  | | |
| Program:  Full Time  Part Time  Distant Education | | | | Period: (month / year)  (Start & End Date)  ----------- to --------- |
| Type of degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Graduation date (month / year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Aggregate % / Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If graduation not completed- give reasons:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Diploma** | | | | |  | |
| Institute Name: | |  | | |
| University Name: | |  | | |
| Program:  Full Time  Part Time  Distant Education | | | | Period: (month / year)  (Start & End Date)  ----------- to ---------- |
| Type of degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Graduation date (month / year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Aggregate % / Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If graduation not completed- give reasons:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other degrees (if any)** | | | | |  |
| Institute Name: |  | | | |
| University Name: |  | | | |
| Program:  Full Time  Part Time  Distant Education | | | Period: (month / year)  (Start & End Date)  ----------- to ------------- | |
| Type of degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Graduation date (month / year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Aggregate % / Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If graduation not completed- give reasons:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Employment History** | |
| **Details of Current Employer** | |
| **Are you a Permanent employee or a Contract employee: Please specify** | |
| Employing Company Name: | Position Held:  Department : |
| Complete Address: | Telephone : |
| Employment Period: *(month/ year)*  From: …………….To ………………  Employee Code: (If not applicable, why?)……………….. | Annual Compensation (specify Variable components if any)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Compensation since: (mm/yy)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reason(s) for Leaving: | |
| Role/Responsibilities: | |
| HR representative’s name  Contact details: | Can a reference be taken now? Yes / No.  If no, State reasons |

**Previous Employment details**

|  |  |
| --- | --- |
| **Were you a Permanent employee or a Contract employee: Please specify** | |
| Employing Company Name: | Position Held:  Department : |
| Complete Address | Telephone : |
| Employment Period: *(month/ year)*  From: …………….To ………………  Employee Code: (If not applicable, why?)……………….. | Annual Compensation (specify Variable components if any)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Compensation since: (mm/yy)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Reason(s) for Leaving: | |
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| Employing Company Name | Position Held:  Department : |
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| Complete Address: | Telephone : |
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| Reason(s) for Leaving: | |
| Role/Responsibilities: | |
| HR representative’s name  Contact details: | Can a reference be taken now? Yes / No.  If no, State reasons |

**GAP/s in Employment / Education (wherever applicable):** Please mention reason for gap between your Education and / or Employment.

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| --- | --- | --- |
| **Gap From / To (mm / yyyy)** | **Type of Gap (Specify Employment or Education)** | **Reason for Gap** |
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| **Document check list to be submitted for Background Check (BGC)** | | | |
| **S. No** | **All documents listed below are MANDATORY** | **Yes** | **No** |
| a | Employment Application Form (EAF) – All pages completed |  |  |
| b | Authorization Letter to be signed manually (letter available in page no. 8) |  |  |
|  |  |  |  |
| **Documents required for Identity verification (Any one (1) of the following documents)** | | **Yes** | **No** |
| a | Passport (First two, last two & all stamped pages) |  |  |
| b | PAN Card |  |  |
|  | | | |
| **Documents required for Education verification (Highest Education)** | | **Yes** | **No** |
| a | Master’s degree or Provisional Master’s Degree Certificate (where applicable) |  |  |
| b | Master’s degree marks sheets / transcripts for all years (where applicable) |  |  |
| c | Bachelor’s degree or Provisional Bachelor’s Degree Certificate |  |  |
| d | Bachelor’s degree marks sheets / transcripts for all years |  |  |
|  | | | |
| **Documents required for Employment verification** | | **Yes** | **No** |
| a | Relieving and Experience letter (all previous employers) |  |  |
| b | Acceptance of Resignation letter or email (from current employer) |  |  |
| c | Last 3-months pay slip |  |  |
| d | Any one (1) of the following:   * Current employer issued Offer Letter * Last increment letter |  |  |