Employment Application Form (EAF)

(Intended use - For employment in India only)

Date: *Date on which candidate filling form* **Position applied for:** *Leave Blank* **Position Code:** *Leave Blank*

Thank you for your interest in exploring opportunities with Capgemini. This form is intended to record important information about you and will be helpful in understanding your candidature better. Additional use of information captured in this form is mentioned below.

Please **TYPE or PRINT** (in capitals) details clearly and provide accurate information. Do fill in all the fields in this form in **BLUE** ink only

Please NOTE: All documents submitted by you to the Company (including this form) with reference to your exploring opportunities with Company, are subject to verification by the Company or an agency appointed by the Company at any time during or prior to your employment with Company. You hereby specifically authorize the Company or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct and conduct any other back ground checks(like Credit Report Check, Drug test, Criminal Check as applicable) prior to your joining the Company or thereafter. You are expected to extend your full cooperation during such verification. Your application for employment / employment with the company is subject to you clearing the background check as conducted by the Company or any third party agency on behalf of the Company.

Personal Details	
Full Name (*as given in your passport with initials expanded*) *Lavina* *Rakesh* *Sharma* ---------------------- ---------------------------------- ----------------------------- *First* *Middle* *Last Name / Surname* Former Name(s) / Maiden Name (where applicable) _____	Please attach your photograph – passport size *Please paste recent passport size photograph here*

Father's Full Name: *Rakesh*   *Ramesh*   *Sharma*

_   _____   _____   _____

        First   *Middle*   *Last / Surname*

Marital status: ☐ Single ☐ Married Gender: ☐ Male ☐ Female Date of birth (dd/mm/yy): *12/09/1998* Place of birth: *Mumbai* Blood group: *A+*	Contact Information: Mobile: *1234556789* Home Number: *1234556789* Emergency Number: *1234556789* Name: *Rakesh Sharma – Father* Primary Email ID (personal): *xyz@gmail.com* Secondary Email ID: *xyz@gmail.com*

Have you applied to Capgemini before: Yes / No. If YES when (Month / Year)? *No / Yes , Mention month & year if yes*

Are you related to anyone currently working at Capgemini (Yes / No)? *No / Yes , Mention name & employee code if yes*

If YES, please provide Relation details, Name, Designation, Department and/or Grade *Provide relation details here*

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How did you come to know about this opportunity with Capgemini?

Employee Referral (Specify employee name & Department): _____

Job Portal (Portal Name): _____

Agency / Vendor (Vendor Name):_____

Others (Please Specify): *On Campus Drive*

Job Information

Are you currently working? (Yes / No) *No or Yes (please specify if you are holding any offer from other organization)*

Current / Last drawn Compensation: *Please mention offered CTC from other organization*

Expected Compensation: ……………………………………...............................

Notice Period (in days): ……………………………………...............................

Details of Address (Please provide Mobile Numbers of your family members who can verify the address)

	Complete Address- (Detailed) – Pease mention Nearest Police Station in each area of Residence	From:(mm/yy) To:(mm/yy)
Permanent Address (Specify landmark)	*23/Rachira house, Delhi 200603*	Start Date: *Feb 1998* End date: *Till Date*
Current Address (Specify landmark)	*42-A , Meena Bazar, Mumbai - 400603*	Start Date: *May 2013* End date: *Till Date*
Previous Address (Longest Stay in past 5 years) (Specify landmark)	*23/Rachira house, Delhi 200603*	Start Date: *Feb 1998* End date: *Till Date*

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Educational Qualifications

Post-Graduation	
College Name:	*NA*
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:	*Saraswat College of Engineering, Mumbai*
University Name:	*Mumbai University*

Program: Full Time ☐ Part Time ☐ Distant Education ☐	Period: (month / year) (Start & End Date) *June 2014 to May 2018*
Type of degree: *BE/BTech* Subject: *Computer Engineering*	Graduation date (month / year): *May 2018* Aggregate % / Score: *72% or 7.5 CGPA (Aggregate of all 6 semester)* If graduation not completed- give reasons: *Persuing*

Diploma *Please mention details same as graduation*	
Institute Name:	
University Name:	

Program: Full Time ☐ Part Time ☐ Distant Education ☐	Period: (month / year) (Start & End Date) ---------- to ---------

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Type of degree: _____	Graduation date (month / year): _____
Subject: _____	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: _____

Schooling details	Name of School	Graduation year	Percentage
10th	*Saraswat High School, Mumbai*	*2011*	*76*
12th	*Saraswat High School, Mumbai*	*2013*	*67*

Details specialized in company/ external Training programs attended

Name of training *(Please mention training or certification done in academic year)*	Date of completion
Java Certification – 3 months	*May 2016*

Details of skills possessed

List skills	Duration of Experience (in months)
Software skills:	
Hardware skills:	
Functional / Domain skills:	
Written / Spoken Languages:	

Immigration Status - Please specify Valid Visa/ Work permits held (if any)

Visa Type/ Work permit	Country	Valid till

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

Gap From / To (mm / yyyy)	Type of Gap (Specify Employment or Education)	Reason for Gap
06/2012 to 06/2013	*Education*	*Please mention the valid reason here*
06/2012 to 06/2013	*Education*	*Please mention the valid reason here*

Reference Check: (Minimum of two references is required)

Please provide contact information of **three Individuals who have been Academician to you and know your educational background and may be able to comment on your academics and achievement.** (Family and Friends cannot be mentioned as references)

Name & Position Held: *Mr. Niraj Gupta – Professor*	Name & Position Held: *Mr. B.K Sharma – Manager Sales*	Name & Position Held:
Company Name / Education Institution: *College or Company name*	Company Name / Education Institution: *XYZ Company pvt. Ltd.*	Company Name / Education Institution:
Email ID: *Valid email ID*	Email ID: *Valid email ID*	Email ID:
Mobile number: *0123456789*	Mobile number: *0123456789*	Mobile number:
How do you know this person? *Mr. Gupta is professor in my college*	How do you know this person? *Mr. B.K Sharma is family friend*	How do you know this person?

Professional Achievements:

Extra-Curricular Activities:

I certify that the information given in support of my Employment Application/Detail Form is true to the best of my knowledge. If the information given above is found to be false, I am liable to be terminated from service of the Company, without any notice or compensation and/or my offer of appointment may be withdrawn without any liability to Capgemini.

Date: *Date on which candidate filling form*   **Signature:** *Put the signature manually*

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Document check list to be submitted for Background Check (BGC)

#	All documents listed below are MANDATORY	Yes	No
a	Updated Resume Copy	**Yes**	
b	Employment Application Form (EAF) – All pages completed	**Yes**	
c	Authorization Letter to be signed	**Yes**	
d	One (1) passport size color photograph (Could be scanned and emailed)	**Yes**	

	Documents required for Identity verification (Any <u>one</u> (1) of the following documents)	Yes	No
a	Passport (First two, last two & all stamped pages)		
b	PAN Card	**Yes**	
c	Driver's License		
d	Aadhaar Card		
e	Election ID		

	Documents required for Education verification (All documents listed below)	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	**Yes**	
e	12th Standard mark sheet / transcript	**Yes**	
f	10th Standard mark sheet / transcript	**Yes**	

	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 <u>one</u> (1) of the following: ❑ Current employer issued Offer Letter ❑ Last increment letter		

Have you worked for any GE Project? If YES, please specify duration (starting month/year to ending month/year)	

IMPORTANT GUIDELINES

1. Candidate must carry / bring **'Original Copy'** of the above documents on day of Joining.
2. All photocopies (where applicable) must be on A4 size paper
3. Above documents if sending scanned copies to be saved as PDF files and sent.
4. Scanned documents must be clear, not speckled and contents need to be 100% legible.

I hereby confirm having submitted the above listed documents.

Name   : *Lavina Rakesh Sharma*
Signature : *Put signature manually*
Date   : *Date on which candidate filling form*

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Letter of Authorization
(To be manually signed)

To whomsoever it may concern

I *Lavina Rakesh Sharma* s/o/d/o/w/o *Rakesh Sharma* resident of *Mumbai* , being the undersigned, understand that Capgemini Corporation the expression which unless repugnant to the context shall mean and include its affiliates, successors and permitted assigns) may use and/or assign outside agency(ies) to verify and validate the information I have provided including but not limited to my previous and current employment details, my personal background, criminal conviction records, professional standing, work history and both school and professional qualifications, personal references (the "Information").

I understand that agency (ies), as may be assigned from time to time by Capgemini India Pvt. Ltd may obtain as it may deem appropriate from various sources, the said Information without any further notice to me.

I hereby authorize, without reservation, any individual, corporation and/or other private or public entity to furnish Capgemini India Pvt. Ltd, its client(s) and the outside background agency the said Information.

I unconditionally agree to defend, release, indemnify and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing said Information to Capgemini India Pvt. Ltd and/or in turn to any client of Capgemini India Pvt. Ltd and the outside agency(ies) and/or Capgemini India Pvt. Ltd and/or any client of Capgemini India Pvt. Ltd that they may request, pursuant to release of this Letter of Authorization.

I also understand that by issuing this Letter of Authorization, I am merely providing necessary support to Capgemini India Pvt. Ltd and/or Capgemini India Pvt. Ltd client(s) to verify the said Information and under no circumstance(s) would my giving this Letter of Authorization, entitle me to an offer or continuance of employment/assignment with Capgemini India Pvt. Ltd and/or its clients.

This Letter of Authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: *Put signature manually*

Name in Block Capitals: *LAVINA RAKESH SHARMA*

Date of Birth (dd/mm/yy): _____

Date: *Date on which candidate filling form*

Note: The above Authorization Form to be manually signed by the applicant scanned and then submitted

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