**School Name ABC School**

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| **EMPLOYEE PERSONAL INFORMATION FORM** |

***Welcome Onboard “ Towards Inspiring Excellence ”***

**Mr. /Ms.** **{fname} {mname} {lname}**

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender :** | **{gender}** | **Date of Birth :** | **{dob}** |
| **Mobile :** | **{mobnum}** | **Email :** | **{email}** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Address:** | {caddress} | **Permanent Address:** | {paddress} |

**Father’s Name / Spouse Name :** {fsname} **Communication Address :** {chooseaddress}

|  |  |  |  |
| --- | --- | --- | --- |
| **Nationality** | **Blood Group** | **Height** | **Weight** |
| **{nationality}** | **{bloodgroup}** | **{height}** | **{weight}** |
| **Aadhar No** | | **Pan No** | |
| **{adharno}** | | **{panno}** | |
| **UAN No** | | **Passport No** | |
| **{uanno}** | | **{passportno}** | |

|  |  |  |
| --- | --- | --- |
| **Do you have Saving Account with any bank Other than Salary Account** | | |
| **A/C No: {acno}** | | **IFSC Code: {ifscno}** |
| **Language Know As** |  | |
| **English** | {english} | |
| **Tamil** | {tamil} | |
| **Hindi** | {hindi} | |
| **Other Languages** | {otherlang} | |

**Marital Status :** {maritalstatus}

**Hobbies / Interest :** {hobbies}

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| **Emergency Contact Information** |

In case of an emergency…. Whom would you like to notify -:

**Full Name :** {ecname}

**Address :** {ecaddress}

**Contact Number :** {ecnum} **Relationship :** {ecrelationship}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education Details (*Please start with higher qualification*)** | | | | | |
| **Degree / Diploma Certificate / Prof Courses / Course Name /** | **Institute/ University** | **Course Duration** | **Course Type** | **Year of Passing** | **Percentages %** |
|
| {course1} | {inst1} | {cd1} | {ctype1} | {yop1} | {p1} |
| {course2} | {inst2} | {cd2} | {ctype2} | {yop2} | {p2} |
| {course3} | {inst3} | {cd3} | {ctype3} | {yop3} | {p3} |
| {course4} | {inst4} | {cd4} | {ctype4} | {yop4} | {p4} |
| {course5} | {inst5} | {cd5} | {ctype5} | {yop5} | {p5} |

|  |  |
| --- | --- |
| **Additional Course Details:** | {addcourse} |

**Are You Experienced : {emphistory}**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment History *(Please start with recent employment)*** | | | | |
| **Employer’s Name** | **Designation** | **Duration** | | **Role / Nature of work** |
| **From** | **To** |
| {empname1} | {empdes1} | {empfd1} | {emptd1} | {emprole1} |
| {empname2} | {empdes2} | {empfd2} | {emptd2} | {emprole2} |
| {empname3} | {empdes3} | {empfd3} | {emptd3} | {emprole3} |
| {empname4} | {empdes4} | {empfd4} | {emptd4} | {emprole4} |
| {empname5} | {empdes5} | {empfd5} | {emptd5} | {emprole5} |

|  |  |  |
| --- | --- | --- |
| **Benefits Nominee Details** | | |
| ***Name*** | **Relationship with Member** | **Percentage of Share (%)** |
| {nomineename} | {nomineerelation} | 100 % |

***Do you know anybody @ Gateway International Group of Schools? Yes / No –If yes, who: Friends /Relatives / Others***

If Relatives – ***what Relation:*** {whatrelation}  ***Name:*** {relationname},

***Working Location***: {worklocation} ***Designation***: {relationdesign},

**Signature**

**{fname} {mname} {lname}**