**EMPLOYMENT APPLICATION FORM**

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| **Authored By:**  Parin Mehta | **Reviewed By:**  Nilesh Deshpande | **Approved By:**  Shoba Kariappa (Recruiting shared services), Sanjeev MS (IDC Laterals), Gaurav Dikshit (AEE), Ridhimaa Ralhan (Execs), Vani Seshadri (e-school), Nilesh Deshpande (b-school), Girish Sharma (Ops & IS), MD hiring (Anil Chada), ICN-CN (Varun Sachdeva), ICO-AS (Ritika Thakur), ICO-Digital (Anirban Bhattacharya), ICF – Seema Chand |
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**Classification and Access List**

**Classification: Highly Confidential**

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Use Password

Retention period is (default as per Policy 0123 (Archives and Records Management)

**Version History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Nature of Changes** | **Author** |
| 5.0 | 31-01-2015 | Rationalization of EAF form for India Recruitment | Saisudha Sharma |
| 6.0 | 23-01-2016 | Rationalization of EAF form for India Recruitment all entities, PIN code fields added, some fields explicitly mentioned as ‘Mandatory’, Date fields to hold boxes, ex-contractors need not fill ‘Details of prior employment with Accenture’ section | Parin Mehta |
| 6.1 | 28-05-2016 | Change in the content of LOA to include Criminal Declaration | Parin Mehta |
| 6.2 | 01-12-2016 | Change from Accenture Services Private Ltd. To Accenture Solutions Private Limited | Parin Mehta |
| 6.3 | 30-09-2017 | Removal of Source detail, addition of IW question regarding foreign passport, inclusion of Aadhaar details & change in LOA | Parin Mehta |
| 6.4 | 08-02-2019 | Removal of ‘Mandatory’ verbiage for Gender & under Aadhaar, Change to Aadhaar disclaimer, Change to LOA verbiage | Arindam Das |

**Access list**

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| --- | --- | --- | --- | --- |
| **Document Type** | **List of Users** | **Access Type** | **Type of Media** | **Retention Period** |
| Word Doc | Recruiters, Candidates, AEE team, HR Leads | Read-only | Electronic | Default |

**Employment Application Form**

Please attach recent passport size photograph

***For internal use only: To be filled by Accenture***

**Employee ID Number :**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Joining :** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y | |

* **Please provide complete and correct information**
* **All fields are mandatory**
* **Please do not use short forms / abbreviations.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| **Please expand initials in your name *-- As the same would be used in our Employment records*** | | | |
| **Title (Mr./Mrs./Ms.)** | **First Name**  (Mandatory) | **Middle Name** | **Last Name**  (Mandatory) |
| **Ms.** | **Poonam** | **Tejbahadur** | **Saroj** |
| **Primary Skill / Competency** | **Advanced Front End Development NodeJs** | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nationality: Indian……..…………. Citizenship: India……….……….**  (Mandatory) (Mandatory)  Do you hold a foreign passport other than an Indian passport?  **Yes**  **No** If **‘Yes’**:   * Which country? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Please provide a copy of the foreign passport while submitting other mandatory documents   If you are not an Indian National, do you have a valid work permit to work in India?  **Yes**  **No**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | If yes, work permit valid up-to | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | | If no, pls provide reason **…………………………………………** |   Do you hold a valid PIO / OCI Card issued by Government of India? **Yes**  **No**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | If yes, Card is valid up-to | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | | If no, pls provide reason **…………………………………………** |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Gender** (Mandatory) | **Male**  **Female** | | | | | | | | | | **Date of Birth** (DD/MM/YYYY) | 3 | 0 | 1 | 0 | 1 | 9 | 9 | 4 |  | | **Place of Birth** | **Mumbai** | | | | | | | | | | **Maiden Name (applicable for married ladies)** |  | | | | | | | | | | **Father’s Name (As per PAN Card)** | **Tejbahadur Saroj** | | | | | | | | | | **Mother’s Name** | **Sumitra Saroj** | | | | | | | | | | **Guardian Name (If applicable)** |  | | | | | | | | | | **Marital Status** | **Single**  **Married**  **Divorced**  **Widow** | | | | | | | | | | **Spouse Name** |  | | | | | | | | | | **Contact Information** | **Permanent Phone Number** (Mandatory) **: 8369751460** | | | | | | | | | | **Alternate Phone Number :** | | | | | | | | | | **Email ID** (Mandatory) **: sarojpoonam30@gmail.com** | | | | | | | | | | **Alternate email ID :** | | | | | | | | |   **Current Address: Permanent Address:**   |  |  | | --- | --- | | **PIN Code:** | 401105 |   Mumbai   |  |  | | --- | --- | | **PIN Code:** | 401105 | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | |  | | | | | | | | | | | | |
| **Period of Stay** | **Current Address** | | | | | | | | | | | | **Permanent Address** | | | | | | | | | | | | |
| **From (month/year)** | | | | | | **To (month/year)** | | | | | | **From (month/year)** | | | | | | | **To (month/year)** | | | | | |
| 0 | 4 | 2 | 0 | 0 | 7 |  | M | M | Y |  |  | 0 | 4 | 2 | | 0 | 0 | 7 |  |  |  | M | M | Y |
| **Preferred Work Location*:***  Bangalore  Hyderabad  Mumbai  Chennai  Kolkata  Pune  NCR (Delhi/ Gurgaon/ Noida)  **At any of the above mentioned Locations** | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***If you do not have a Passport, it is recommended that you apply for the same before joining.***  **Passport Number: T0213520**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 0 | 5 | 1 | 1 | 2 | 0 | 2 | 8 |   **Passport Expiry Date:**  **Has your visa ever been rejected?**  **Yes**  **No**  **(If yes, please provide the following details) -**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y |   **Date of rejection:**  **For which country:**  **Reason:** | | | | | | | **Do you have an Aadhaar card?**  **No**  **Yes**  **Applied For**  ***\*\*\*If ‘No’ kindly apply for Aadhaar immediately & submit Enrolment number with us.***  **If ‘Yes’ provide your Aadhaar Number & Name mandatorily, & share a copy of your Aadhaar card with us:**   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **3** | **6** | **8** | **5** | **5** | **5** | **3** | **0** | **7** | **5** | **2** | **8** |   **Aadhaar Number:**   |  | | --- | | Poonam Tejbahadur Saroj |   **Name as on Aadhaar Card:**  **If ‘Applied For’ provide your Enrolment Number (below) & Name (above) mandatorily:  Enrolment Number:** (e.g. 1111/12345/12345 05/09/2012 23:11:59 🡪 1111123451234505092012231159)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | D | D | M | M | Y | Y | Y | Y | h | h | m | m | s | s |   **\*\*\*** Please note that in view of a notification by the Employees Provident Fund Organization (“**EPFO**”) dated June 5, 2017, furnishing of Aadhaarnumber is compulsory for all new members who join Employees’ Pension Scheme, 1995 with effect from July 1, 2017. In the event, you fail to furnish Aadhaar number within stipulated timeline (by your date of joining/at least 7 days prior to your first salary processing) and if you are eligible to be covered under the Employees’ Pension Scheme, 1995 (“**EPS**”), please note that Accenture as employer will not be able to generate your Universal Account Number in which case, contributions made to your Provident Fund and Pension Fund accounts will not stand reflected and you will also lose out on the Government’s contribution of 1.16% towards your pension scheme. Please note furnishing of Aadhaar number for feeding in the ESIC database is also required by the Employees’ State Insurance Corporation for eligible employees. In case the Aadhaar number is not fed, the e- Pehchan Card will only be temporary and the you and your family will not be entitled for treatment beyond 30 days of registration. Similar to the above requirements there could be asks/requirement by other regulators which may require furnishing of Aadhaar details. As an employer Accenture is hence requesting you to submitAadhaar details to comply with the requirement of the regulatory authority. Accenture is requesting you to provide Aadhaar details only to achieve the above purpose. | | | | | | | | | | | | | | | | | | |
| **Permanent Account Number - PAN** (Mandatory)**:**  **NASSCOM – NSR (National Skills Registry) – IT PIN Number:**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y |   **Driving License Number: Driving License valid up to:** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Provide References from 2 Individuals (Professional or Educational Contacts)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name :** | | | | | | | | | Susheel Menon | | | | | | | Suvidha Shetty | | | | | | | | | |
| **Designation :** | | | | | | | | | Senior Consultant | | | | | | | Senior Software Engineer | | | | | | | | | |
| **Organization/ Institute :** | | | | | | | | | Capgemini Business Services India | | | | | | | Capgemini Business Services India | | | | | | | | | |
| **Relationship :** | | | | | | | | | Manager | | | | | | | Colleague | | | | | | | | | |
| **Telephone No. :** | | | | | | | | | 8921938054 | | | | | | | 7303081360 | | | | | | | | | |
| **Email ID :** | | | | | | | | | susheel.menon@ifmr.ac.in | | | | | | | suvidha.shetty@capgemini.com | | | | | | | | | |
| **Address :** | | | | | | | | | Chennai, Tamil Nadu, India | | | | | | | Mumbai, Maharashtra, India | | | | | | | | | |
| **Details of prior Employment with Accenture** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*\*Candidates who have worked with Accenture as outsourced contract staff by Agencies are requested to select ‘No’**  **Have you worked with Accenture before?**  **Yes**  **No**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y |   **If yes, please mention the period : From To**  **\*Entity that you worked for**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Old Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Entity - Operations (BPO) | Technology | Strategy/Digital (Consulting) | Enterprise** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Details on prior interviewing Process with Accenture** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ssHave you applied to Accenture in last 6 months?**  **Yes**  **No**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | M | M | Y | Y | Y | Y |   **If yes, please mention the period :**  **Previous CID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Education Details *(Please mention all education details starting from highest full time degree obtained)*** | | | | | | | | | | | | |
| **Qualification with Specialization (Starting from most recent)** | **Institution Name & City (School/College)** | **University Name & City / Board Affiliated To** | **Period**  **(From – To)**  **(DD/MM/YYYY)** | | | | | | | | **Program**  **(Part Time / Full Time)** | **% Marks/ CGPA** |
| **Post-Graduation** |  |  | D | D | M | M | Y | Y | Y | Y | **B.Sc(Bachelor of Science) - Information Technology** |  |
| **TO** | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |
| **Graduation**  (Mandatory) | Shankar Narayan College | Mumbai University | D | D | M | M | Y | Y | Y | Y |  |  |
| **TO** | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |
| **HSC/ 12th**  (Mandatory) | Shankar Narayan College | Mumbai University | D | D | M | M | Y | Y | Y | Y |  |  |
| **TO** | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |
| **SSC/ 10th**  (Mandatory**)** | St. Aloysius English High School | Mumbai University | D | D | M | M | Y | Y | Y | Y |  |  |
| **TO** | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |
| **Others** |  |  | D | D | M | M | Y | Y | Y | Y |  |  |
| **TO** | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |
| **State reasons for gap in education (if any) :** | | | | | | | | | | | | |

* **Begin with the details of your latest employer followed by previous employers as you go below and add page for additional employers as required.**
* **Ensure that you are descriptive wherever necessary – e.g. If your previous company is closed down, please do mention it.**
* **Telephone Number with specific location code, Employee Code/ ID/ Number is mandatory. If your previous employer did not provide the Employee ID, please mention and state reasons for the same. If you do not have some necessary details like PF A/C no. and/or others, please mention as NA and provide the relevant reasons.**
* **Employment details should be of the company you are on payrolls of, not of a company you are deputed to on an assignment with. In case you are showing employments experience in a skill enabling or professional Training institute the same should only be shown if you were on the payrolls of such an institute.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment Details -** ***Please mention all the employments starting from the latest employment***  [**Note*:* Verification of your Current Employment would be obtained on or after joining Accenture.]** | | | | | | | | | |
| **Sl No** | **Company Name** | **Address**  **(Main office & branch where worked) with Company Telephone – Board Line** | **Employment Type&**  **Designation/ Position held** | **Reported to (Name, Position & direct contact number)** | **Employment Period**  **From - To**  **(dd/mm/ yyyy)** | **Emp Code/ Personnel No. (Mandatory) / Social Security No.(Mandatory if worked in USA)** | **Last drawn monthly gross Salary (INR)**  **&**  **PF A/C No.** | **Reasons for leaving** | **Mode of separation from the organization**  **(Pls select the below option)** |
| **Employer 1**  (Current Employment) |  |  | Permanent  Contract |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y | | TO | | | | | | | | | D | D | M | M | Y | Y | Y | Y | |  | **Monthly Salary-** |  | **Resignation**  Termination  Absconded  Closed Operations  Others(Specify)  **………………………...** |
| Designation | **PF A/C No. –** |
| **Employer 2** |  |  | Permanent  Contract |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y | | TO | | | | | | | | | D | D | M | M | Y | Y | Y | Y | |  | **Monthly Salary-** |  | **Resignation**  Termination  Absconded  Closed Operations  Others(Specify)  **………………………...** |
| Designation | **PF A/C No. -** |
| **Employer 3** | . |  | Permanent  Contract |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y | | TO | | | | | | | | | D | D | M | M | Y | Y | Y | Y | |  | **Monthly Salary-** |  | **Resignation**  Termination  Absconded  Closed Operations  Others(Specify)  **………………………...** |
| Designation | **PF A/C No. -** |
| **Employer 4** |  |  | Permanent  Contract |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | D | D | M | M | Y | Y | Y | Y | | TO | | | | | | | | | D | D | M | M | Y | Y | Y | Y | |  | **Monthly Salary-** |  | **Resignation**  Termination  Absconded  Closed Operations  Others(Specify)  **………………………...** |
| Designation | **PF A/C No. -** |
| **Additional Information:** | | | | | | | | | |

**Letter of Authorization**

(For use of Personal Information and Sensitive Personal Data or Information)

To whom it may concern

I understand that my employment with Accenture Solutions Private Limited, having its registered office at Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli (West), Mumbai Maharashtra 400079 (hereinafter referred to as ‘Accenture’, which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees assigns and administrators), is governed by Accenture Employment Policies as applicable, and that this employment is subject to satisfactory background checks [including educational qualifications, past employment records, work experience, work authorization (if applicable) identity check, police clearance check, criminal records check, court record checks etc.] and professional reference checks.

I hereby certify all of the statements made on the Accenture’s Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

"I hereby declare and affirm that:

* I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
* No criminal charges have ever been framed against me by any court of law.
* I have not been convicted by any court for any offence involving moral turpitude.
* I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
* I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false

/ untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture Solutions Private Limited and its representative to collect, store, process, transfer and share my personal information and sensitive personal information like bank accounts, PAN, biometric information, medical record, e-mail addresses etc.) provided in my resume and application of employment, and to conduct enquiries as may be necessary, at the company's discretion.

**I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring my current employment.** Verification of my current employment can be initiated on or after the date of joining. I also authorize Accenture and its representative to initiate reference checks with the references provided by me with immediate effect.

Further, I also acknowledge and provide my consent to Accenture to transfer and share (within India or outside of India) such information with:

1. Affiliates of Accenture for administrative purposes and/or audit;
2. Clients/prospects in relation to any staff augmentation assignment

I hereby declare that the execution of this authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected in secure and they are available on Accenture’s website and in public domain.

I authorize all persons who may have information relevant to this enquiry to disclose it to Accenture or its representative. I hereby release all persons from liability on account of such disclosure.

**Signature :**

**Full Name in Capitals:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

**Date :**

***Note instruction:***

***Kindly do not paste Digital Signatures. Please print this page and sign it. Mention your Name & Date, scan the form and upload OR share it with the recruitment Point of Contact..***