

# Employment Application Form (EAF)

(Intended use - For employment in India only)

Date: 15/10/2016 Position applied for: SOFTWARE ANALYST Position Code: A4

Thank you for your interest in exploring opportunities with IGATE ("Company") (IGATE is now part of 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) <u>RAJASEKHAR</u> <u>REDDY</u> <u>KANDULA</u> First Middle Last Name / Surname		Please paste your recent photograph here
Former Name(s) / Maiden Name (where applicable) <u>KASU</u>		
Father's Full Name: <u>GURUSWAMY</u> <u>REDDY</u> <u>KANDULA</u> First Middle Last / Surname		
Marital status: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Date of birth (dd/mm/yy): <u>21/12/1995</u> Place of birth: <u>MACHAVARAM (NRT)</u> Blood group: <u>O NEGATIVE</u>		Contact Information: Mobile: <u>8712128092</u> Landline: _____ Emergency: <u>8186097217</u> Email ID: <u>Kandula.Rajasekhhar.Reddy1995@gmail.com</u>
Have you applied to IGATE before: Yes / No IF YES when (Month / Year)? _____		
Are you related to anyone currently working at IGATE (Yes / No)? <u>NO</u>		
If YES, please provide Relation details, Name, Designation, Department and/or Grade _____		

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

Employee Referral (Specify employee name & Department): \_\_\_\_\_

Job Portal (Portal Name): \_\_\_\_\_

Agency / Vendor (Vendor Name): \_\_\_\_\_

Others (Please Specify): I CAME TO KNOW FROM COLLEGE

### Job Information

Are you currently working? (Yes / No) ..... NO .....

Current / Last drawn Compensation: .....

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) - Please mention Nearest Police Station in each area of Residence	From:(mm/yy) To:(mm/yy)
Permanent Address (Specify landmark)	D.NO 1-56/11, Machavaram (PO), ROMPACHERLA(MANDAL), GUNTUR(DISTRICT), ANDHRA PRADESH - 522615 ROMPACHERLA(PS)	Start Date: End date:
Current Address (Specify landmark)	D.NO 1-56/11, MACHAVARAM (POST), ROMPACHERLA (MANDAL), GUNTUR (DISTRICT), ANDHRA PRADESH - 522615, ROMPACHERLA(PS)	Start Date: End date:
Previous Address (Longest Stay in past 5 years) (Specify landmark)	D.NO 1-56/11, MACHAVARAM (POST), ROMPACHERLA (MANDAL), GUNTUR (DISTRICT), ANDHRA PRADESH - 522615, ROMPACHERLA(PS)	Start Date: End date:



## Educational Qualifications

Post Graduation	
College Name:	
University Name:	
Program: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Distant Education <input type="checkbox"/>	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:	BAPATLA ENGINEERING COLLEGE
University Name:	ACHARYA NAGARJUNA UNIVERSITY
Program: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Distant Education <input type="checkbox"/>	Period: (month / year) (Start & End Date) 7/10/13 to 10/4/17
Type of degree: <u>B.TECH</u> Subject: <u>Electrical &amp; Electronics ENGR.</u> <u>(EEE)</u>	Graduation date (month / year): _____ Aggregate % / Score: <u>83.3%</u> If graduation not completed- give reasons: _____
Diploma	
Institute Name:	
University Name:	
Program: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Distant Education <input type="checkbox"/>	Period: (month / year) (Start & End Date) _____ to _____

Type of degree: _____	Graduation date (month / year): _____
Subject: _____	Aggregate % / Score: _____
	If graduation not completed- give reasons: _____
<b>Other degrees (if any)</b>	
Institute Name: _____	
University Name: _____	
Program: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Distant Education <input type="checkbox"/>	Period: (month / year) (Start & End Date) _____ to _____
Type of degree: _____	Graduation date (month / year): _____
Subject: _____	Aggregate % / Score: _____
	If graduation not completed- give reasons: _____

Schooling details	Name of School	Graduation year	Percentage
10 <sup>th</sup>	LOYOLA PUBLIC SCHOOL, NALLAPADU	2011	89.57
12 <sup>th</sup>	NARAYANA JUNIOR COLLEGE, GUDAVALLI	2013	95.3

#### Details specialized in company/ external Training programs attended

Name of training	Date of completion
1. Traction and Distribution of Railway lines & Lifts & Solar Panels	15- May - 2016
2. Distributed Generation and Renewable Integration	3- June 2016

#### Details of skills possessed

List skills	Duration of Experience (in months)
Software skills:	BASICS C, C++, JAVA
Hardware skills:	
Functional / Domain skills:	
Written / Spoken Languages:	ENGLISH, TELUGU

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

Visa Type/ Work permit	Country	Valid till



## 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 .....	Annual Compensation (specify Variable components if any) _____
Employee Code: (If not applicable, why?).....	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 .....	Annual Compensation (specify Variable components if any) _____
Employee Code: (If not applicable, why?).....	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**

<b>Were you a Permanent employee or a Contract employee: Please specify</b>	
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**

<b>Were you a Permanent employee or a Contract employee: Please specify</b>	
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



**GAP/s in Employment / 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

### Reference Check:

Please provide contact information of three Individuals who have been Supervisors / Academician to you and know your professional / educational background and may be able to comment on your professional career and achievement. We undertake not to contact your present employer until your consent is gained. (Personal acquaintance cannot be mentioned as references)

Name & Position Held: <u>M. SIVA RAMA KRISHNA</u> <u>GUIDE IN B-TECH PROJECT</u>	Name & Position Held: <u>N. KARTHIK</u> <u>ASSISTANT PROFESSOR</u>	Name & Position Held: <u>K. VEKATESWAR ARADY</u> <u>ASSISTANT PROJECT MANAGER</u>
Company Name / Education Institution: <u>BAPATLA ENGINEERING COLLEGE</u>	Company Name / Education Institution: <u>BAPATLA ENGINEERING COLLEGE</u>	Company Name / Education Institution: <u>info gain company</u>
Email ID: <u>sivarama263@gmail.com</u>	Email ID: <u>wisit.karthik@gmail.com</u>	Email ID: <u>Kasu-reddy@yahoo.com</u>
Mobile number: <u>9700801417</u>	Mobile number: <u>9246467805</u>	Mobile number: <u>09731688446</u>
How do you know this person? <u>COLLEGE FACULTY</u>	How do you know this person? <u>COLLEGE FACULTY</u>	How do you know this person? <u>Relative</u>

Any additional information:

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 IGATE.

Date: 15/10/2016

Signature: K. Rajasekhareddy

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

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		✓
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	✓	
e	12 <sup>th</sup> Standard mark sheet / transcript	✓	
f	10 <sup>th</sup> Standard mark sheet / transcript	✓	

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: <input type="checkbox"/> Current employer issued Offer Letter <input type="checkbox"/> Last increment letter		✓

Have you worked for any GE Project? If YES, please specify duration (starting month/year to ending month/year)	NO
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### 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 : K. RAJASEKHAR REDDY

Signature : K. Rajasekhareddy

Date : 15/10/2016

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**Letter of Authorization**  
(To be manually signed)

**To whomsoever it may concern**

I, RAJASEKHAR REDDY KANDULA s/o/d/o/tw/o GURUSWAMY REDDY KANDULA resident of MACHAVARAM, NARASARAOPET, being the undersigned, understand that IGATE Corporation & its subsidiaries, (hereinafter "IGATE Global Solutions Ltd" (IGATE is now part of Capgemini) 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 IGATE Global Solutions 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 IGATE Global Solutions 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 IGATE Global Solutions Ltd and/or in turn to any client of IGATE Global Solutions Ltd and the outside agency(ies) and/or IGATE Global Solutions Ltd and/or any client of IGATE Global Solutions 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 IGATE Global Solutions Ltd and/or IGATE Global Solutions Ltd's 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 IGATE Global Solutions 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: K. Rajasekhareddy

Name in Block Capitals: K. RAJASEKHAR REDDY

Date of Birth (dd/mm/yy): 21/12/1995

Date: 15/10/2016

Note: The above Authorization Form to be manually signed by the applicant

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