EMPLOYEE BASIC INFORMATION

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Code(For Office Use):** | | | | | | | | | | | | |  | | | | | | | | | PHOTO | | |
|  | | | | | | | | | | | | | | | | | | | | | |  | | |
| **EMPLOYEE DETAILS** | | | | | | | | | | | | | | | | | | | | | |  | | |
| 1. **Name (As per Aadhar):** | | | | | | | | | | | | | **Age:** | | | | | | | | |  | | |
| **Dat****e of Birth**  **(As per Certificate**  **DD-MM-YYYY format):** | | | | | | | | | | | | | **Actual Date of Birth:**  **(Birthday date you celebrate)** | | | | | | | | |  | | |
| **Blood Group:** | | | | | | | | | | | | | **Highest Education :** | | | | | | | | |  | | |
| **Gender:** |  | | | Male | |  | | | Female | | | | **Marital Status:** | | | Married | | | | | |  | | Single |
| **Wedding Date:** | | | | | | | | | | | | | **Place of Birth:** | | | | | | | | | | | |
| **Contact No:** | | | | | | | | | | | | | **Personal Email ID:** | | | | | | | | | | | |
| **Religion:** | | | | | | | | | | | | | **Nationality:** | | | | | | | | | | | |
| **Present Address:**  Pin Code: | | | | | | | | | | | | | **Permanent Address:**  Pin Code: | | | | | | | | | | | |
| **EMERGENCY CONTACT DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Full Name:** | | | | | | | | | | | | | **Relationship:** | | | | | | | | | | | |
| **Address:** | | | | | | | | | | | | | **Contact No:** | | | | | | | | | | | |
| **PARENTS DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **2.Relation** | | **Full Name** | | | | | | | | | **Date of Birth** | | | | | | | **Age as on** | | | | | **Aadhar Number** | |
| **FATHER** | |  | | | | | | | | |  | | | | | | |  | | | | |  | |
| **MOTHER** | |  | | | | | | | | |  | | | | | | |  | | | | |  | |
| **BANK & IDENTITY PROOF DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **3.Account Holders Name:** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of Bank:** | | | | | | | | | | | | | **Account Number:** | | | | | | | | | | | |
| **Branch (City):** | | | | | | | | | | | | | **Bank Account Type:** | | | | | | | | | | | |
| **Branch Code (IFSC) No:** | | | | | | | | | | | | | **Bank Address:** | | | | | | | | | | | |
| **Aadhar No:** | | | | | | | | | | | | | **Pan Card No:** | | | | | | | | | | | |
| **Passport No:** | | | | | | **Issue Date: (DD-MMM-YYYY)** | | | | | | |  | | | | **Expiry Date:**  **(DD-MMM-YYYY)** | | |  | | | | |
| **EMPLOYEE PROVIDENT FUND DETAILS** | | | | | | | | | | | | |  | | | | | | | | | | | |
| **3.PF Account No (if applicable):** | | | | | | | | | | | | | **UAN No (if applicable):** | | | | | | | | | | | |
| **Date of Exit (Previous Employer):** | | | | | | | | | | | | |  | | | | | | | | | | | |
| **FAMILY DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **2.Relation** | | | **Name** | | | | | | | | | | **Gender** | | | | | | | **DOB** | | | | |
| **Self** | | |  | | | | | | | | | |  | | | | | | |  | | | | |
| **Spouse** | | |  | | | | | | | | | |  | | | | | | |  | | | | |
| **Child 1** | | |  | | | | | | | | | |  | | | | | | |  | | | | |
| **Child 2** | | |  | | | | | | | | | |  | | | | | | |  | | | | |
| **NOMINEE DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **3.Name:** | | | | | | | | | | | | | **Relationship:** | | | | | | **DOB of Nominee:** | | | | | |
| **LANGUAGE PROFICIENCY** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | **Read** | | | | | | | **Write** | | | | | | **Speak** | | | | |
| **6.Telugu** | | | | | | |  | | | | | | |  | | | | | |  | | | | |
| **Hindi** | | | | | | |  | | | | | | |  | | | | | |  | | | | |
| **English** | | | | | | |  | | | | | | |  | | | | | |  | | | | |
| **Other Language (if any)** | | | | | | |  | | | | | | |  | | | | | |  | | | | |
| **ACADEMIC DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **4.Qualification** | | | | | **Year of Passing** | | | | | | | **Name of the School/University/College** | | | | | | **Major Subject** | | | | | | **Class/Division/Percentage** |
| SSC | | | | |  | | | | | | |  | | | | | |  | | | | | |  |
| Inter | | | | |  | | | | | | |  | | | | | |  | | | | | |  |
| Graduation | | | | |  | | | | | | |  | | | | | |  | | | | | |  |
| P.G | | | | |  | | | | | | |  | | | | | |  | | | | | |  |
| **Are you pursuing any course** | | | | |  | | | | | | | **If yes, please give details** | | | | | |  | | | | | | |
| **EMPLOYMENT DETAILS (Starting from first organization to recent organization)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **4.Name of the Organization** | | | | | | | | **Designation** | | | | | | | **Duration Worked** | | | | | | **Reason for leaving** | | | |
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| **HAVE YOU BEEN REFFERED TO THIS POSITION BY FINT EMPLOYEE, IF YES PLEASE MENTION DETAILS BELOW.** | | | | | | | | | | | | | | | | | | | | | | | | |
| **5.Name:** | | | | | | | | | | **Contact No** | | | | | | | | **Emp\_ID** | | | | | | |
| **REFERENCES FROM PREVIOUS ORGANIZATION (Freshers/Interns need not mention)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **5.** | | | | | | | | | | **Reference 1** | | | | | | | | **Reference 2** | | | | | | |
| **Name** | | | | | | | | | |  | | | | | | | |  | | | | | | |
| **Designation** | | | | | | | | | |  | | | | | | | |  | | | | | | |
| **Contact No** | | | | | | | | | |  | | | | | | | |  | | | | | | |
| **AUTHORIZATION** | | | | | | | | | | | | | | | | | | | | | | | | |
| **6.**Copies of Educational certificates, PAN card, Aadhar card,  Offer Letter /Appointment letter from previous employers, Relieving Letters,  Salary last drawn proof (Payslips for last 3 months),3 Passport size photos to be enclosed on joining date. | | | | | | | | | | | | | | | | | | | | | | | | |
| I hereby declare that the particulars given by me are true & correct.  Signature: | | | | | | | | | | | | | | | | | | | | | | **Date:** | | |
| **HR Use only** | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Documents Received Date by HR | | | | | | | | | | | | | HR Verification | | | | | | | | | Note | | |
| Sign: | | | | Date: | | | | | | | | |  | | | | | | | | |  | | |