#### Candidate Personal Details Form

## Step: 1

### Purpose

This form collects personal and contact information of a candidate applying for a job. It is typically the first step in a multi-step candidate registration or onboarding process.



♣ Form Fields



#### 1. Personal Information

First Name	Text Input	Candidate's first name
Middle Name	Text Input	Optional
Last Name	Text Input	Candidate's last name
Date of Birth	Date Picker	DD/MM/YYYY
Gender	Dropdown	Male / Female / Other
Marital Status	Dropdown	Single / Married
Passport Image	File Upload	Passport-size photo (image file)

2. Contact Information

Phone	Tel Input	Primary phone number
Alternate Phone	Tel Input	Optional
Email	Email Input	Valid email address

## 3. Emergency Contact

Contact Person	Text Input	Name of emergency contact
Contact Phone	Tel Input	Emergency contact number
Relationship	Text Input	Relation to candidate (e.g., Father, Spouse)

#### step:2

### **Candidate Education Details**

## Purpose

This form allows a job candidate to provide their educational background , including:

- Education type (e.g., SSC, Diploma, Bachelor's, Master's)
- School/College name
- Specialization
- Dates of study
- Marks or grade
- Location
- Mode of education

# • Certificate upload

It supports multiple entries , allowing candidates to add more than one educational qualification.

## ♣ Form Fields

Each education entry contains the following fields:

Education Type	Dropdown	e.g., SSC, HSC, Bachelor's, Master's
School/College Name	Text Input	Name of the institution
Mode of Education	Dropdown	Full Time / Part Time/Correspondence
Specialization	Text Input	e.g., Computer Science
Start Date	Date Picker	Start of the course
End Date	Date Picker	Completion date
Marks/Grade	Text Input	e.g., 85% or 8.5 CGPA
University	Text Input	Affiliating university
City	Text Input	City of the institution
State	Text Input	State of the institution

Certificate Upload	File Upload	PDF or image of certificate

Step: 3

Form Overview: Candidate Employment Details

Purpose

This form allows a job candidate to provide their employment history , including:

- Employment and working status
- Designation and work location
- Client and end client details
- Start and end dates
- Notice period
- Pipeline and offer status
- Document uploads (resignation, PF, payslips, etc.)

It supports multiple entries, allowing candidates to add more than one employment history.

Employment Type	Dropdown	Contract / Permanent / Freelance
Working Status	Dropdown	Working / Not Working
Designation	Text Input	Job title
Work Location	Text Input	Location of work
Payroll Company	Text Input	Payroll provider

Client Company	Text Input	Current employer
End Client	Text Input	Final client

Form Fields

Each employment entry contains the following sections :

1. Role & Company

# m 2. Dates & Notice Period

Start Date	Date Picker	Start of employment
Estimated Last Working Date	Date Picker	If currently working
Last Working Date	Date Picker	If not working
Expected Joining Date	Date Picker	For next job
Notice Period (auto-calculated)	Text Input	Based on dates

# 3. Pipeline & Offer Status

In Another Pipeline?	Radio Buttons	Yes / No
Pipeline Details	Textarea	If "Yes" selected

Offer in Hand?	Radio Buttons	Yes / No
Offer Details	Textarea	If "Yes" selected
Upload Offer Proof	File Upload	PDF or image

## 4. Documents & Remarks

Each document has a Yes/No option and may require:

- File Upload
- Remarks (if not available)

## **Document Types:**

- Resignation
- PF Document
- 3 Months Payslips
- Form 16
- Bank Statement
- Offer Letter
- Relieving Letter
- Experience Letter

## Step:4

Form Overview: KYC & Address Details

## Purpose

This form allows a job candidate to provide their KYC (Know Your Customer) and address details , including:

- Aadhaar & PAN Information
- Passport Details
- Permanent & Current Address
- Bank Account & Salary Account Preference
- Document Uploads

This is typically used during candidate onboarding or pre-joining formalities .

## Form Fields

#### 1. KYC Details

Aadhaar Number	Text Input	12-digit number
Upload Aadhaar	File Upload	PDF or image
PAN Number	Text Input	10-character alphanumeric
Upload PAN	File Upload	PDF or image
PAN Selfie	File Upload	Candidate holding PAN

Passport Number	Text Input	Passport number
Upload Passport	File Upload	PDF or image

# **1** 2. Salary Account Preference

Salary Account Choice	Radio Buttons	Existing / New
Bank Account Number	Text Input	Candidate's bank account
IFSC Code	Text Input	Bank IFSC
Branch Name	Text Input	Bank branch
Passbook/Cancelled Cheque	File Upload	PDF or image

# ♠ 3. Permanent Address

Address Line 1	Text Input	House/Flat No, Street
Address Line 2	Text Input	Landmark, Locality
City	Text Input	City name
State	Text Input	State name
Pincode	Text Input	6-digit pincode

# ♠ 4. Current Address

Same as Permanent	Checkbox	Auto-fill from permanent
Address Line 1	Text Input	House/Flat No, Street
Address Line 2	Text Input	Landmark, Locality
City	Text Input	City name
State	Text Input	State name
Pincode	Text Input	6-digit pincode
Rental Document	File Upload	Rent agreement
Current Bill	File Upload	Utility bill

#### Step:5

Form Overview: Business Type & Financial Information

Purpose

This form allows a job candidate or recruiter to select a business type and input or view financial information related to the job, such as:

- Last Withdrawn Salary
- Offered Salary
- Bill Rate
- MSP Fee (if applicable)
- Calculated financial metrics like:
  - Hike Percentage
  - Gross Margin
  - Leave Cost
  - Net Margin

This form is typically used for contract or permanent roles to evaluate the financial feasibility and profit margins for the company or staffing agency.



- Recruiter
- Talent Acquisition Manager
- HR Admin



1. Business Type Selection

Business Type	Dropdown	Options: Contract, Contract MSP, Permanent, Permanent MSP
Business Type	Dropdown	Options: Contract, Contract MSP, Permanent, Permanent MSP

Based on selection, the form shows relevant input and calculated fields .

## 2. Input Fields (Dynamic Based on Selection)

Last Withdrawn Salary	Salary candidate last earned
Offered Salary	Salary offered to the candidate
Bill Rate	Rate charged to client for contract roles
MSP Fee % on Bill Rate	Fee charged by the staffing agency

### i 3. Calculated Fields (Dynamic Based on Selection)

#### For Contract

- Hike per Month (%)
- Gross Margin Amount
- Gross Margin Percentage
- Leave Cost
- After Leave Cost Margin Amount
- After Leave Cost Margin Percentage

#### For Contract MSP

- All Contract fields +:
  - Gross Margin Amount after MSP
  - Gross Margin Percentage after MSP
  - After Leave Cost Margin Amount
  - After Leave Cost Margin Percentage

#### **For** Permanent

- Hike per Month (%)
- Billable Amount

#### For Permanent MSP

- Hike per Month (%)
- Billable Amount
- Client % (Hardcoded: 8.5%)
- AFORV % (Hardcoded: 5%)
- Form Behavior
- Dynamic Calculations
  - Based on the selected business type, the form:
    - Shows/hides relevant input fields
    - Calculates and displays financial metrics in real-time
- Hardcoded Values
  - last\_withdrawn\_salary: ₹500,000
  - offered\_salary: ₹1,000,000

These can be made dynamic in a real-world scenario.

- **K** Calculation Logic
  - Uses a configuration object businessTypeConfig to define:
    - Required input fields
    - Calculation formulas
  - Calculated values are:
    - Updated in real-time
    - Displayed in read-only fields