**HIMEDIA GROUP OF COMPANIES**

**CANDIDATE APPLICATION FORM**

Source of your application: Naukri.com Agency Social media Reference \_\_\_\_\_\_\_\_\_

Have you been interviewed / employed / associated with us in any manner in the past: Yes / No.

If yes, please specify dept/position/location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Affix your photograph

**CANDIDATE PERSONAL INFORMATION**

**Full Name: Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

First Name Middle Name Surname

Age in years: \_\_\_\_\_\_\_\_\_\_\_\_ Date & Place of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Present Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pin Code\_\_\_\_\_\_\_\_\_  Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Permanent Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pin Code\_\_\_\_\_\_\_\_\_\_\_  Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- |
| **Family details:** | | | | |
| Name | Relation | Date of Birth / Age | Qualification | Occupation & Organization |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| **At present you are staying in (please tick)**  Own house Company Accommodation with Parents / Relatives Rental Accommodation | | | | |

***Space left blank for Interviewer notes:***

Mother tongue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Languages known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Caste (pl tick anyone): General / SC / ST/ VJ / NT/ OBC / SBC

Marital Status (pl tick anyone): Single / Married / Separated / Divorced / Widowed / Other\_\_\_\_\_\_\_\_\_\_

Physical disability / major diseases (If any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Blood Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact person in case of emergency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact No.\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Qualifications:** | | | | |
| Degree / Diploma / Professional certifications *(higher to lower)* | Name of School / College / University with location | Month & Year of Passing | No of Attempts | % Or Class |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

|  |  |  |  |  |  |
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| **Employment history:** | | | | | |
| Name of Organization  (Start with present company) | Designation | Joining Dt | Leaving Dt. | Salary  (in Lacs) | Reason for leaving |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

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| --- |
| **Kindly draw the Organogram / structure of your current organization highlighting your position:** |
|  |
| **Major areas of job role / responsibilities in current organization:** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

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| **Describe any creative / innovative idea which led to a significant contribution to the outcome of an activity or project** (if any)**:** |
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| **Professional Achievements / Research articles / Patents** / **scholarships / honors received** (if any)**:** |
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|  |
| **Membership of Industry forum / Professional body / Social, Educational & Cultural bodies / NGOs:** |
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| **Extra-Curricular activities / prizes / medals:** |
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|  |  |  |
| --- | --- | --- |
| **Current Salary details:** | | |
| Gross Salary (Per Month): | | Gross Salary (Per annum): |
| L.T.A (p.a): | Medical (p.a): | Other Benefits (p.a): |
| Total CTC (p.a): | | Current Take Home (p.m): |
| Expected CTC: | | Expected Take home (p.m): |
| Notice Period: | | Time needed to join early: |

|  |  |
| --- | --- |
| **References of persons under whom you have worked** (no relatives please)**:** | |
| Name 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Space left blank for Interviewer notes:***

**Mention if you are directly/indirectly related to any employee working in HiMedia / Warkem Group of Companies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Person** | **Department** | **Working Location/Plant** | **Relationship** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

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| **Why do you wish to join our Group?** |
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| **Specify your skills which will benefit our organization:** |
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| --- |
| **Are you planning for a career break for higher education in the future? If yes, please specify:** |
|  |

PAN No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Aadhar No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Valid up to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby declare that the information provided by me is true and the best of my knowledge and belief. . I understand that, if any of the contents / information furnished herein are found to be false, I shall be liable to be terminated from the services of this Company.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Space left blank for Interviewer notes:***