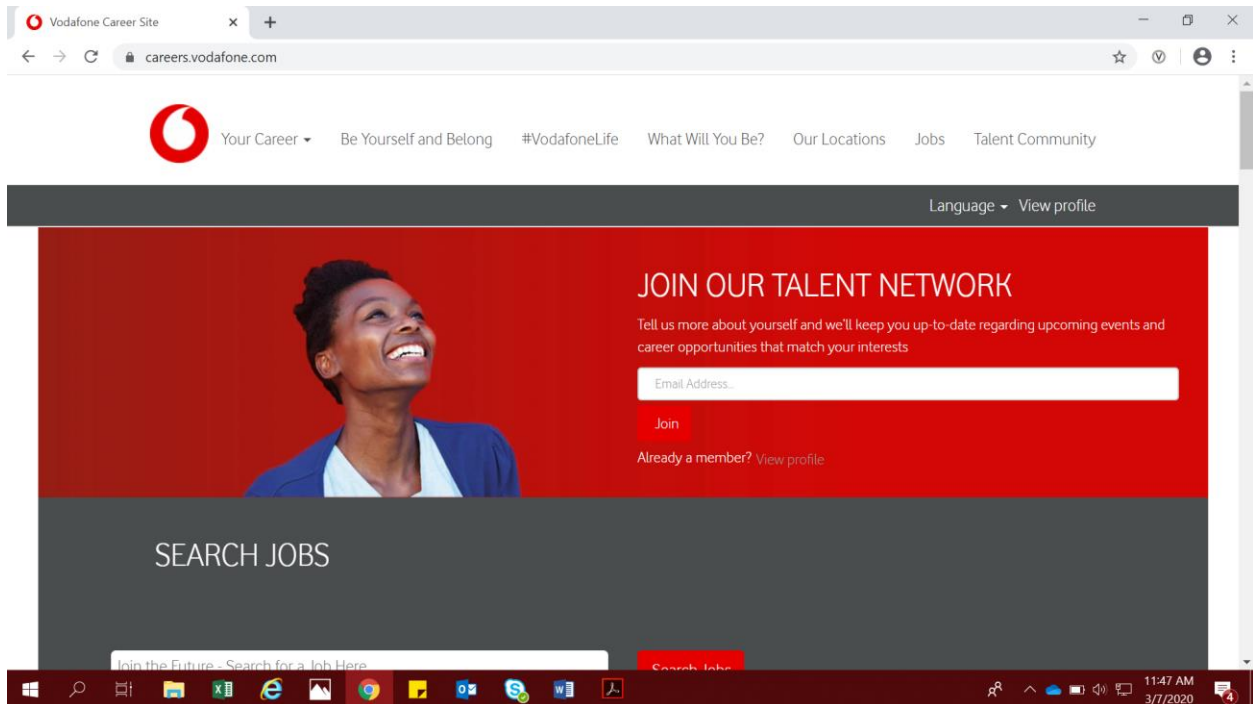


Process Documentation for Candidate Secondary Application Details

Document Scope

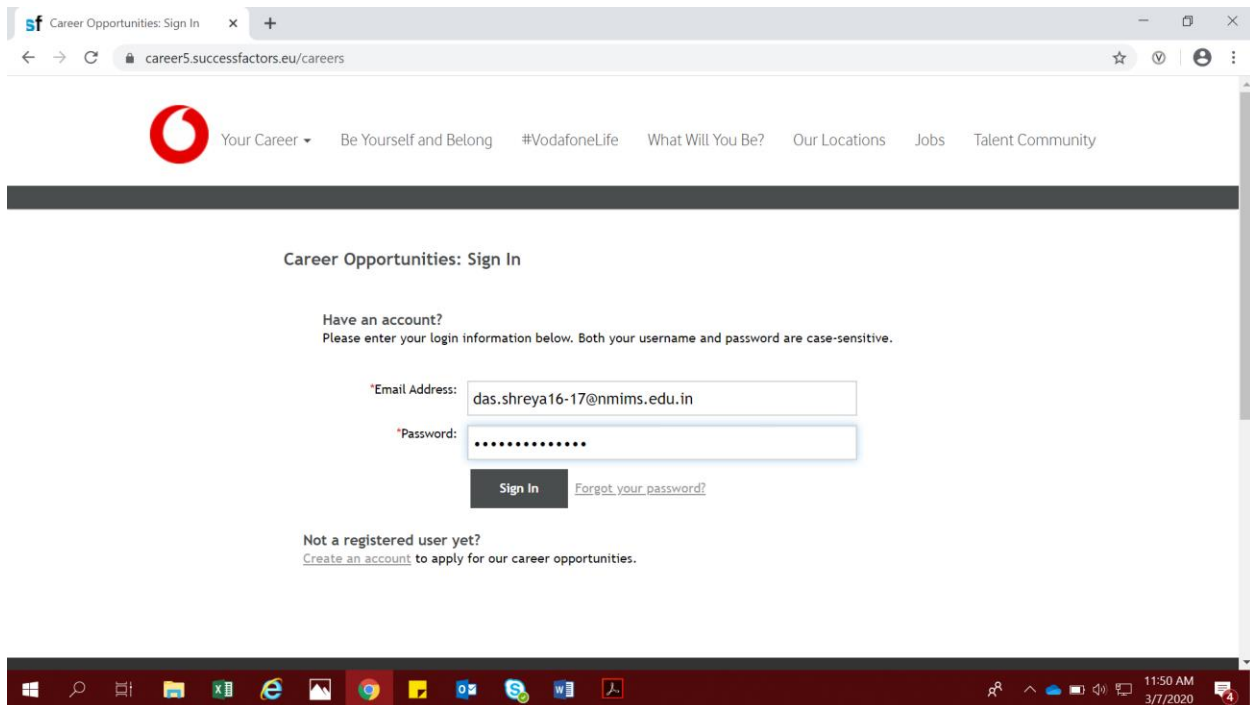
This document details the end-to-end process to be followed for an applicant to create their secondary application details post the candidate is selected for the role.

Filling in the application details as per the instructions will enable us to process your application seamlessly. Please reach out to your respective recruiter if you need clarity in understanding any of the steps mentioned below.

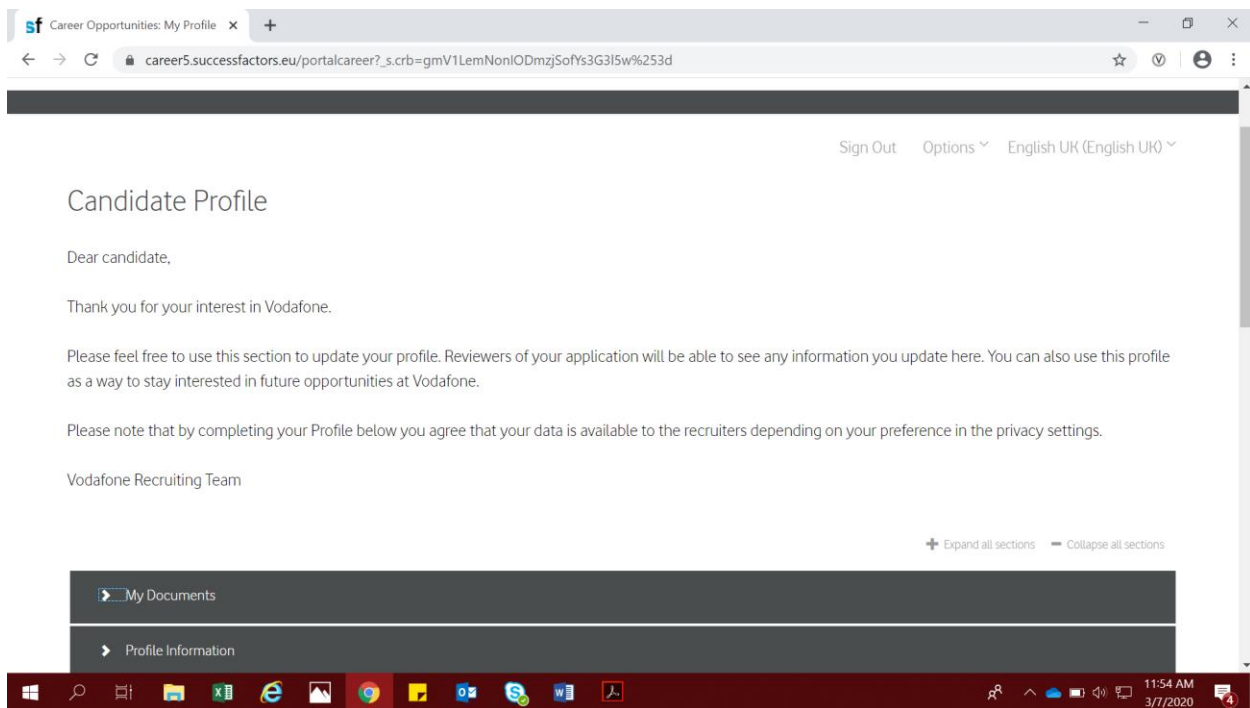


Logon to <https://careers.vodafone.com/>

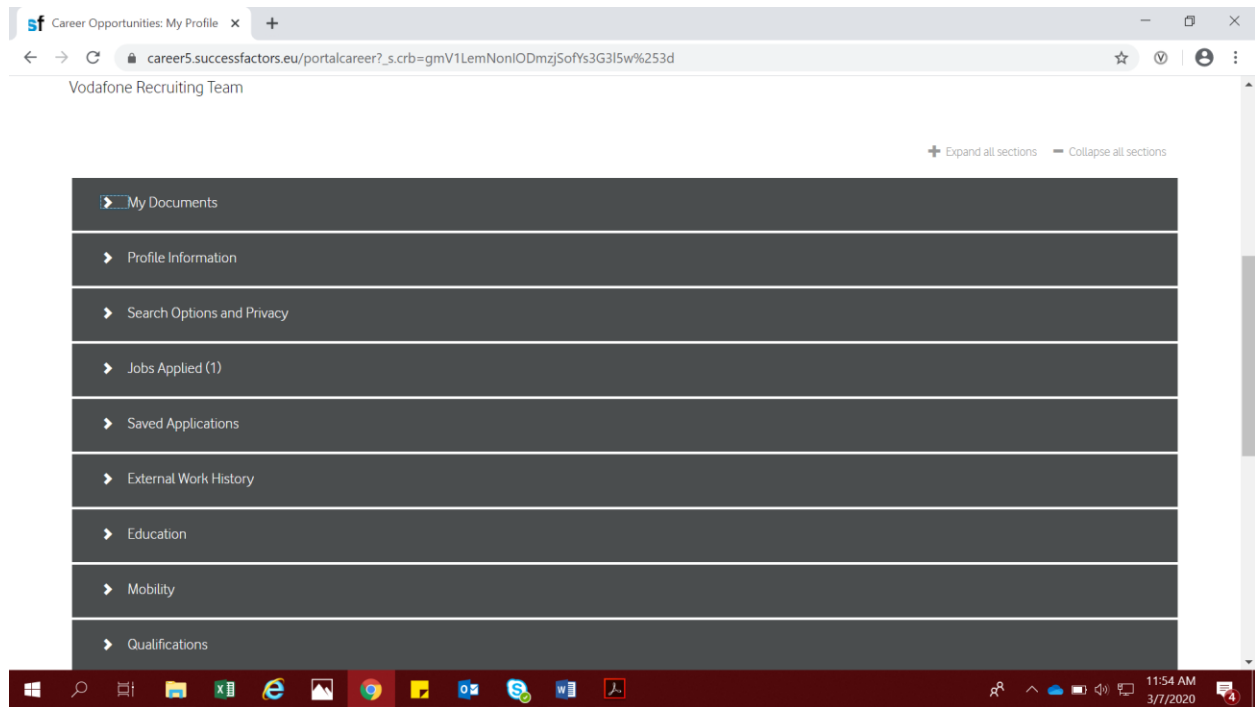
Click on View Profile



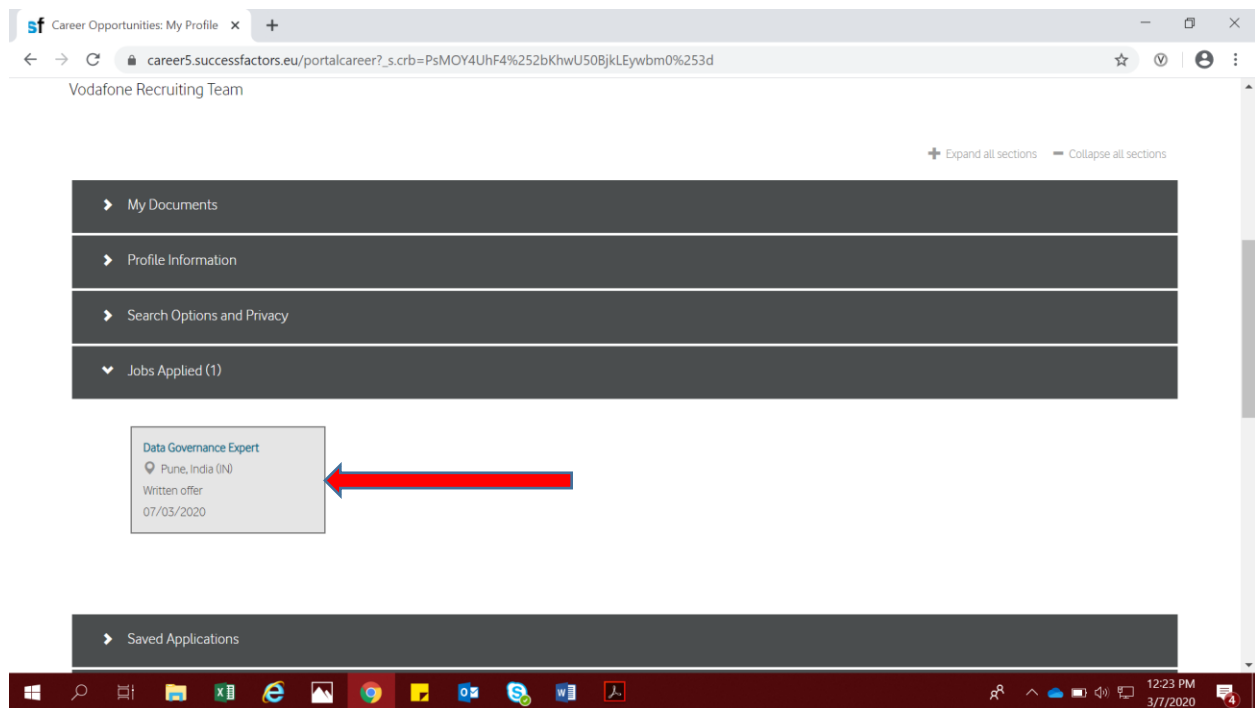
Log in with your existing credentials



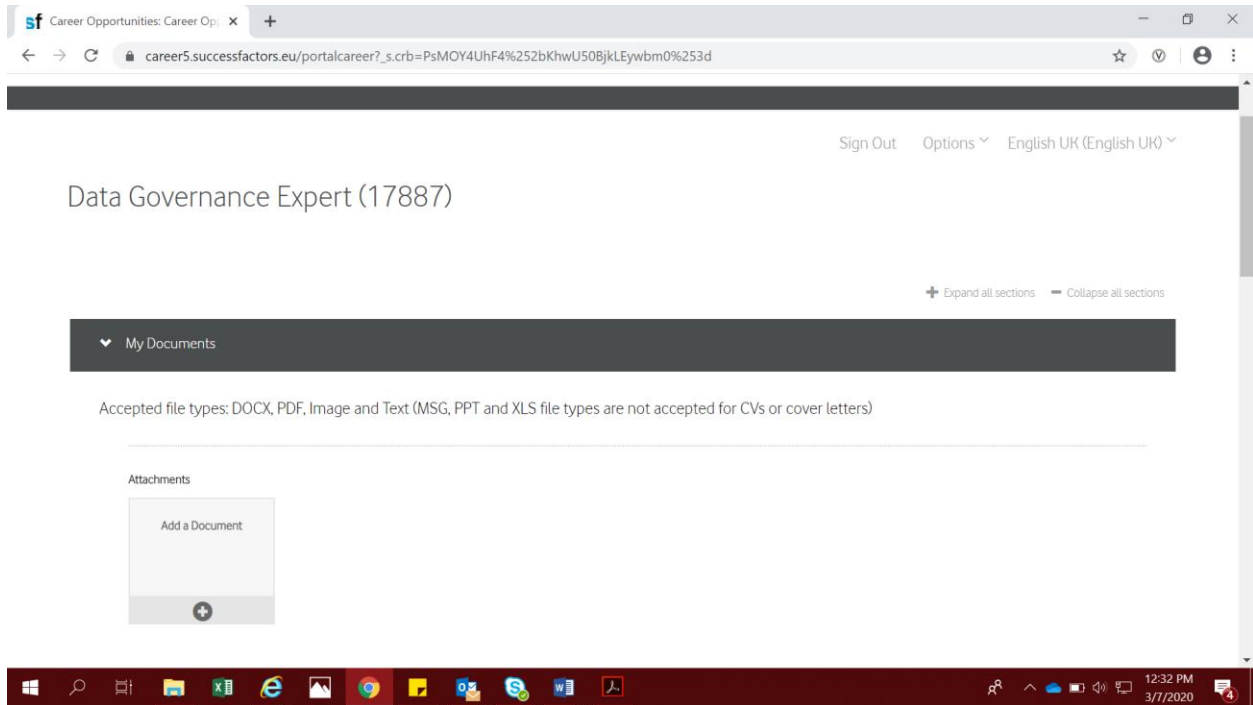
This will redirect you to this page



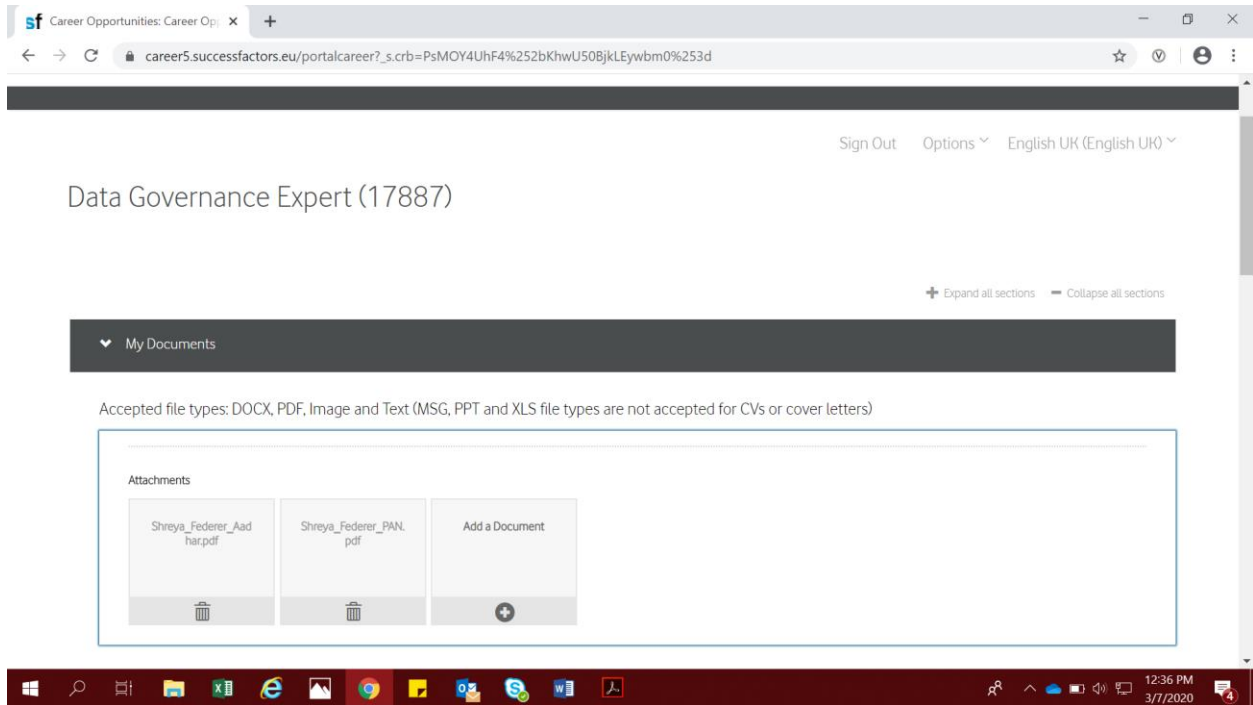
Go to Jobs Applied Section



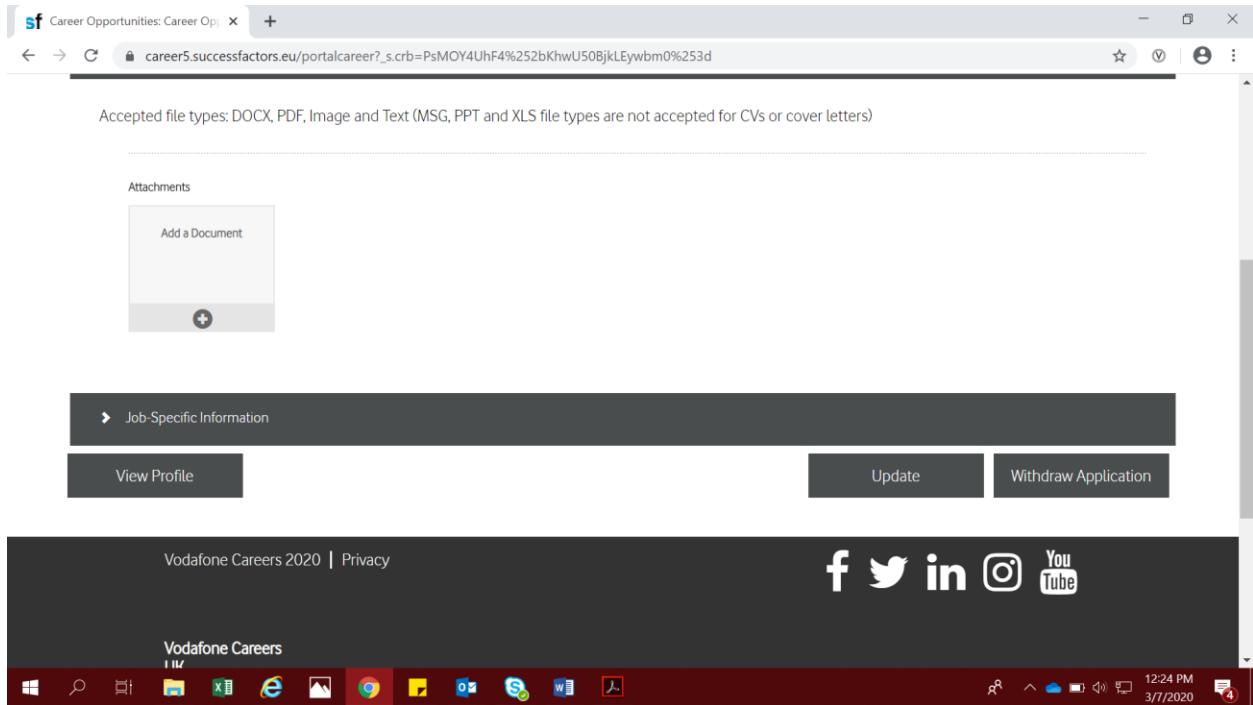
Click on Data Governance Expert tab. If you have applied for more than one Jobs, select the appropriate tab



Upload your PAN Card and Aadhar Card in the Attachments Section. Name the document appropriately for ease of understanding for the Recruiter. For example: Shreya_Federer_PAN or Shreya_Federer_Aadhar



National ID documents uploaded



Collapse the Job Specific Information tab

Job-Specific Information

Candidate Additional Information

* Date of Birth: DD/MM/YYYY

* Gender: ☐ No Selection, ☐ Female, ☐ Male

Country of Birth: No Selection

Place of Birth:

* Nationality: No Selection

Primary Citizenship: No Selection

Secondary Citizenship: No Selection

Marital Status: No Selection

Marital Status Since: DD/MM/YYYY

* Blood Group: No Selection

* Number of Children:

* Name of Father/Husband/Legal Guardian Name as per PAN:

National ID Information

* Country of Employment:

* Primary National ID Card Type:

* Primary National ID Number:

Windows taskbar: 12:25 PM 3/7/2020

Fill in the following mandatory details (they may not be compulsory fields in the system as it is a global careers page, but they are mandated for candidates in India to complete hiring into the system):

- A. **Date of Birth**—Exactly as per Aadhar Card. If your Aadhar Card has only month and year mentioned and not the date, then fill in your date of birth as per PAN card. Kindly note, if the Date of Birth in your Aadhar and PAN card do not match, flag off to the concerned recruiter immediately, and provide the receipt of your application to correct the details on these documents (Pan or Aadhar as applicable). This is a very important, failing which your hiring may be suspended/delayed
- B. **Gender**- Gender is a mandatory field in the secondary application details, no selection is not an option
- C. **Country of Birth**
- D. **Place of Birth**
- E. **Nationality**
- F. **Primary Citizenship**
- G. **Marital Status**
- H. **Blood Group**
- I. **Number of Children**
- J. **Name of father/Husband/Legal Guardian name as per PAN**- Kindly note that this name matches exactly as per your PAN card details
- K. **Country of Employment**- Select India
- L. **Primary National ID Card**- Select Aadhar or PAN as in the first field, select the National ID Card Type (2) in the second field. Refer to the screenshot below.

career5.successfactors.eu/portalcareer?_s_crb=PsMOY4UhF4%252bKhWU508jkLEywbm0%253d

Name of Father/Husband/Legal Guardian Name as per PAN is required

National ID Information

* Country of Employment: India

* Primary National ID Card Type: Aadhar Number (NNNN-NNNN-N)

* Primary National ID Number: 1*****

National ID Card Type (2): Permanent Account Number (AAU)

National ID Number (2): 8****1***

National ID Card Type (3): No Selection

National ID Number (3):

View Profile Update Withdraw Application

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12:42 PM 3/7/2020

Make sure you insert the 12 digit Aadhar number correctly. The PAN card is a 10 digit alpha-numeric code

Click on Update