#### Employment Application Form (EAF)

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| **Personal Details** | |
| Full Name *( as given in your passport with initials expanded)*  --------------------------------------- ------------------------------------- --------------------------------  *First Middle Last Name / Surname*  Former Name(s) / Maiden Name (where applicable)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Father’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *First Middle Last / Surname* | |
| Marital status:  Single  Married  Gender:  Male  Female  Date of birth (dd/mm/yy): ………………………….  Place of birth: ………………..…………  Blood group: ........................................... | Contact Information:  Mobile: .............…………… Landline: …………………..…...............………  Emergency: ……………......... Personal Email ID: ................................................ |

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| **Details of Address** (Please provide Mobile Numbers of your family members who can verify the address) | | |
|  | Complete Address- (Detailed) – Pease mention Nearest Police Station in each area of Residence | From:(mm/yy) To:(mm/yy) |
| Permanent Address  (Specify landmark) |  | Start Date:  End date: |
| Current Address  (Specify landmark) |  | Start Date:  End date: |
| Immediate Previous address. I |  | Start Date:  End date: |
| Immediate Previous address. II |  | Start Date:  End date: |
| Immediate Previous address. III |  | Start Date:  End date: |
| Immediate Previous address. IV |  | Start Date:  End date: |
| Immediate Previous address. V |  | Start Date:  End date: |

**Educational Qualifications**

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| --- | --- | --- | --- | --- |
| **Post-Graduation** | | | | |
| College Name: | |  | | |
| University Name: | |  | | |
| Program:  Full Time  Part Time  Distant Education | | | | 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: | |  | | |
| University Name: | |  | | |
| Program:  Full Time  Part Time  Distant Education | | | | Period: (month / year)  (Start & End Date)  ----------- to --------- |
| Type of degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Graduation date (month / year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Aggregate % / Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If graduation not completed- give reasons:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Diploma** | | | | |  | |
| Institute Name: | |  | | |
| University Name: | |  | | |
| Program:  Full Time  Part Time  Distant Education | | | | Period: (month / year)  (Start & End Date)  ----------- to ---------- |
| Type of degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Graduation date (month / year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Aggregate % / Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If graduation not completed- give reasons:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other degrees (if any)** | | | | |  |
| Institute Name: |  | | | |
| University Name: |  | | | |
| Program:  Full Time  Part Time  Distant Education | | | Period: (month / year)  (Start & End Date)  ----------- to ------------- | |
| Type of degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Graduation date (month / year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Aggregate % / Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If graduation not completed- give reasons:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Schooling details** | **Name of School** | **Graduation year** | **Percentage** |
| **10th** |  |  |  |
| **12th** |  |  |  |

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| --- | --- |
| **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 ………………  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**

|  |  |
| --- | --- |
| **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 ………………  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**

|  |  |
| --- | --- |
| **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 ………………  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**

|  |  |
| --- | --- |
| **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 ………………  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.

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| --- | --- | --- |
| **Gap From / To (mm / yyyy)** | **Type of Gap (Specify Employment or Education)** | **Reason for Gap** |
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**Reference Check:**

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| --- | --- | --- |
| 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: | Name & Position Held: | Name & Position Held: |
| Company Name /  Education Institution: | Company Name /  Education Institution: | Company Name /  Education Institution: |
| Email ID: | Email ID: | Email ID: |
| Mobile number: | Mobile number: | Mobile number: |
| How do you know this person? | How do you know this person? | How do you know this person? |

Letter of Authorization

*(To be manually signed)*

**To whomsoever it may concern**

I s/o/d/o/w/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , being the undersigned, understand that Capgemini Technology Services India Limited 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 Capgemini Technology Services India Limited 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 Capgemini Technology Services India Limited, 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 Capgemini Technology Services India Limited and/or in turn to any client of Capgemini Technology Services India Limited and the outside agency(ies) and/or Capgemini Technology Services India Limited and/or any client of Capgemini Technology Services India Limited 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 Capgemini Technology Services India Limited and/or Capgemini Technology Services India Limited 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 Capgemini Technology Services India Limited 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in Block Capitals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth (dd/mm/yy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| **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 manually (letter available in page no. 8) | |  |  |
|  |  | |  |  |
| **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 | 12th Standard mark sheet / transcript | |  |  |
| f | 10th 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:   * Current employer issued Offer Letter * Last increment letter |  |  |