




## JOINING DUTY FORM FOR STAFF

Doc No : F 119

Rev No : 01

Date : 17.10.16

Employee Name	ABCD		
Employee Number	162866	Please attach your recent photograph here	
Designation			
Division			
Local Contact No			
Recruited Through			
Date Of Birth			
Date Of Landing (Sponsored Staff)			
Passport Number			
Passport Validity			
Sponsored / Local Staff			
Resident Permit Number (Local Staff Only)		Validity	
Date Of Landing (Sponsored Staff)			
Present Sponsor (Local Staff Only)			
Location Of Stay			
Telephone ( Country Of origin)			
Email ID	fszfszfgsdx@fgcgndcf.com		
Father's / Husband's Name			
Father's / Husband's Occupation			
Permanent Residential Address			
In case of Emergency Contact			
Blood Group :	Nationality : INDIA		Marital Status :
Spouse Name		Occupation	
No of Children : 0			
Name	Age	Occupation	
Have you suffered from any major illness? YES / NO If Yes, please give details :			
Have you applied for an employment with AL BALAGH earlier? YES/NO if yes, please give details :			

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Are you related to any past / present employee / director of this Company? YES / NO :					
Language Known (underline Mother Tongue)	READ	WRITE	SPEAK		
<u>MALAYALAM</u>	YES	YES	YES		
<b>EDUATIONAL QUALIFICATION</b>					
Qualification	Institution Name & Place	Year & Month of passing	Degree /Diploma Received	Specialization	Percentage
VISA					
Visa Type		Visa No.		Valid Up to	
1. References : (Two references other than relatives)					
A. Name Address, Occupation & Phone Number :			B. Name Address, Occupation & Phone Number :		
2. Do you any objections to our securing report from your present and previous employers: (if required)				YES	NO
Declaration					
I declare that the information and facts stated herein above are true and correct to the best of my knowledge and belief.					
I also understand that any misrepresentation of facts in this application is sufficient for dismissal, if ever found.					
Place					
Date :				Signature :	

-----FOR OFFICE USE ONLY-----

JOB NO./DIVISION


DATE OF JOINING

Copy To:

Division Head

GENERAL MANAGER

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Following original certificates verified and returned: