**EMPLOYEE DATA SHEET**

# PERSONAL INFORMATION (Please use capital letters to fill up the form)

|  |  |  |
| --- | --- | --- |
| Full Name including surname |  | |
| Name (Commonly addressed by) | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Birth Date (as per records) (dd/mm/yyyy) | |  | |
| Birth Date (Actual, if different) (dd/mm/yyyy) | |  | |
| Marriage Anniversary (dd/mm/yyyy) | |  | |
| Place of Birth | Village: | | District: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender** | **Male** |  | **Female** |  | Paste      Photograph |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present Address** | **Permanent Address** | **Emergency Address** |
| House No. |  |  |  |
| Building Name |
| Road No. |
| Locality, City |
| State |
| Pin Code |
| Telephone No. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Emergency Contact Person** |  | | **Alternative Emergency Contact Number** | |  | | **Employee Contact no** |  |
| Personal E-mail-ID | |  | | | | | | |
| Blood Group | |  | |  | | | | |
| Identification Marks | |  | | | |  | | |

**DRIVING LICENSE DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type (car/scooter)** | **License No.** | **Place of Issue** | **Date of Issue** | **Date of Expiry** |
| Scooter |  |  |  |  |

# FAMILY DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | Name | **Relationship** | **Date of Birth** | **Qualification** | **Profession** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5 |  |  |  |  |  |

# EDUCATIONAL QUALIFICATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education** | **Course** | **Specialization (Main subjects)** | **College/University** | **Year of Passing** | **Grade/ % Marks** |
| Post-Graduation |  |  |  |  |  |
| Graduation |  |  |  |  |  |
| Intermediate (12th) |  |  |  |  |  |
| Matric (10th) |  |  |  |  |  |

# Statutory Information:

|  |  |  |
| --- | --- | --- |
| EPF No. (If Applicable) |  | Location: |
| ESI Card No (If Applicable) |  | Location: |
| Bank Account No: | Bank Name: | Branch: |
| PAN No: |  | |
| Aadhar No: |  | |

## PREVIOUS WORK EXPERIENCE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Organization** | **Location** | **Designation** | **Worked** | | **Major Responsibilities** |
| From | To |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |

**DATE: SIGNATURE:**

|  |  |
| --- | --- |
| FOR OFFICIAL USE ONLY | |
| Employee code: | Date of joining: |
| Designation: | Department/ Function: |
| Location: | Reporting to: |
| **Remarks:** Date: Signature of the HR | |

**Documents to be attached:**

Copies of

1. Academic Proof.
2. Proof for Date of Birth.
3. Additional Qualification Certificate.
4. Driving license.
5. Relieving letter of Previous Employer (if applicable).
6. Experience & Salary certificates of previous Employer (if applicable).
7. Passport size 6 photographs

1. Color Family Photo (Post Card Size-2 Copies) Duly signed on back of the Photo.