PRE EMPLOYMENT APPLICATION

Kindly affix a

Recent Passport size

Photograph

Here.

PERSONAL INFORMATION:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr/Ms: (Name As Per Aadhar card)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Father’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Marital Status: Gender : Male / Female | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Birth | | | | | | | | | e-mail : | | | | | | | | | | | | | | | | | |
| d | d | m | m | y | y | | y | y | |  | | | | | | | | | | | | | | | |
| Current Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | | State: | | | | | PIN | | | | | | Phone (with STD code) | Mobile | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  |
|  |  |  |  |  |  | Res. | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  |
| Permanent Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | | State: | | | | | PIN | | | | | | Phone(with STD code) | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |
|  |  |  |  |  |  | Mobile: | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |
| Previous Address (Longest Stay in past 7 years) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | | State: | | | | | PIN | | | | | | Phone (with STD code) | Office: | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  |
|  |  |  |  |  |  | Res. | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  |

WORK EXPERIENCE PRESENT EMPLOYMENT:

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Telephone: | Complete Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Employment Period: (date, month, year)  From: / / | Employee Code:  (If not applicable, why?) | |  |
| Cost To The Company / Attach latest salary slip: | | | |
| Reason(s) for Leaving :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Manager’s name  Contact details | | HR representative’s name  Contact details: | |

PREVIOUS EMPLOYMENT DETAILS: (All details are mandatory)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Employer | Contact Details | Designation | Employee Code | Duration | | Compensation |
| Address / Phone | From Date | To Date |
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(Please add columns if you need to enter more employment details)

|  |
| --- |
| State reasons for break or gaps in employment (if any) |

FAMILY DETAILS (Spouse, Parents, Siblings)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship** | **Age** | **Occupation** |
|  |  |  |  |
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EDUCATION: (Graduation and Post Graduation)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course/Degree | Specialization | Institute /University | Full Time / Distance | Graduation (Month/Yr.) | Aggregate Marks (% or CGPA) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

EMERGENCY CONTACT DETAILS (Family members or Friends)

|  |  |
| --- | --- |
| Name | Name |
| Relationship | Relationship |
| Contact Details : Phone (with STD code) | Contact Details : Phone (with STD code) |
| Mobile : | Mobile : |

SCHOOL EDUCATION: (Pls. give details of 10th and 12th Std.)

|  |  |  |
| --- | --- | --- |
| Name of the School | Percentage | Month & Year of Passing |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| State reasons for break or gaps during academic pursuit (if any) |

PROFESSIONAL TRAINING/CERTIFICATION COURSES:

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Duration | Name of the Training Institute / organization | Details of Training / Certification |
|  |  |  |  |
|  |  |  |  |
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LANGUAGES KNOWN:

|  |  |  |
| --- | --- | --- |
| Speak | Read | Write |
|  |  |  |

|  |
| --- |
| Any foreign language / Certifications done : |

ABOUT YOURSELF:

|  |  |
| --- | --- |
| Career Highlights |  |
| Personal Strengths and  Achievements |  |
| Expectations from Sonata |  |
| Personal Achievements |  |
| Hobbies / Interests |  |

AWARENESS ABOUT SONATA :( How did you come to know about Sonata?)

|  |
| --- |
| Advertisement Recruitment Consultant Job Portal (Pl. Specify name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )  Career Site Word of mouth Direct contact  Employee Referral -  Name of employee : Employee Code :  Others (Please specify) : |
| Have you ever been interviewed or worked in Sonata Software Ltd before? ( If yes, for what post, when & with what result) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If you have been employed or associated with Sonata before, please fill the details below : | | | | | |
| PERIOD | | EMP ID | PROJECT / DEPARTMENT | Salary drawn |  |
| From | To | Reason for leaving | |
|  |  |  |  |  | |

PASSPORT AND TRAVEL DETAILS

|  |  |
| --- | --- |
| Do you hold a valid Passport? Yes No  (for Indian citizens only) | If Yes, Passport No :  Place of Issue :    Valid Till :    Valid till : |
| Have you worked on overseas assignments? Yes No | If yes, provide details on countries visited and type of Visas held |
| Have you been denied VISA to any country?  Yes No | If Yes, Details : |

ADDITIONAL DETAILS

|  |  |
| --- | --- |
| Have you ever been arrested, prosecuted or convicted for any criminal  offense, other than minor traffic offenses? Yes No    In the last ten years, have you been convicted of or plead guilty to any offence?  Yes No    In the last ten years have you been released from prison on a conviction?    Yes No | If Yes, furnish details including type of offense and conviction  Any Legal / Criminal / Vigilance proceedings pending against you? |
| Do you have any commitment to another employer or organization that might affect your employment with us? | Nationality Indian Others Pl. spcify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PAN Number :  SSN (if Applicable) |
| Have you suffered any major health problems in the last 5 years(If yes, please give details) | Do you have any relatives / friends working for Sonata?  If yes, please mention  Name of employee:  Employee Id : |

PERSONAL REFERENCES (Pls. provide the details of two persons (other than relatives), for reference):

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Reference | Address & Contact Info | Company & Occupation | Known Since |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| * I declare that the information provided by me in this Pre-Employment application form is correct and true to the best my knowledge and I am ready to provide required evidence to substantiate the same. |
| * I understand that any incorrect or misleading information stated here would result in denial of employment or dismissal from employment without prior notice. |
| * I hereby authorize Sonata and its representatives / agencies to carry out necessary verification checks of my personal, academic and of my prior employment background. These checks may include reference checks, emplyoment checks, address verification, police verification, checks on drug or alcoholic abuse and authencity of certificates / appointment or relieving letters / mark sheets etc. |
| * I am willing extend complete support and co-operation with Sonata's representatives / agencies to conduct the above said enquiries / checks / tests as may be deemed necessary. |
| * I have no objection or reservation on the Company sharing information relating to education, competence, profile, compensation,   documents submitted as part of the joining formalities or otherwise to substantiate my education, qualification and previous jobs  to prospective or current client of the Company. |
| Date : |
| Signature : |

Note: The above authorization or declaration may be given by the Candidate over e-mail as well. This will be considered as valid release in so far as the Company is concerned.