



EMPLOYMENT APPLICATION FORM

CONFIDENTIAL

Your selection will largely depend upon the honesty and completeness of the Information you give, which will be held strictly confidential.

POSITION APPLIED FOR:

YOU CAN JOIN ON:

AFFIX
PHOTOGRAPH
HERE

AA	PERSONAL & FAMILY BACKGROUND	
1	NAME	
2	PLACE & DATE OF BIRTH (AGE)	
3	YOUR WEIGHT : _____	YOUR HEIGHT : _____
4	YOUR EYE SIGHT: _____	
5	PERSONAL MAILING ADDRESS	TEL. NO. : _____
6	PARMANENT ADDRESS	TEL. NO.: _____
7	CONTACT ADDRESS IN CASE OF EMERGENCY	TEL. NO.: _____
8	YOUR PRESENT RESIDENCE	
	a)	Staying in your own house / flat
	b)	Staying in company quarters
	c)	Staying with parents / relatives
	d)	Staying on rental accommodation
	e)	Rent charges per month

9	PERSONAL STATUS		BACHELOR/ENGAGED/MARRIED/WIDOWER			
	If married number of children with their names & dates of birth					
	BOYS		DATE OF BIRTH		GIRLS	
	DATE OF BIRTH					
1						
2						
3						
4						
10	FAMILY BACKGROUND					
			NAME		EDUCATION	
			OCCUPATION		AGE	
A)	FATHER					
B)	MOTHER					
C)	SPOUSE					
D)	1)	BROTHERS				
	2)					
E)	1)	SISTERS				
	2)					
11	NAME, OCCUPATION AND ADDRESS OF OTHER RELATIVES WHOM WE MAY APPROACH IF NECESSARY					
12	GIVE TWO REFERENCES (NOT RELATIONS) WHOM WE CAN REFER FOR VERIFICATION					
	1.				TEL. NO. _____	
	2.				TEL. NO. _____	
13	HOW MUCH ARE YOU EARNING AT PRESENT? RS. _____ P.M.					
14	HOW MUCH WOULD YOU LIKE TO EARN IN A NEW JOB?					
	At present		Rs. _____ p.m.			
	After one year		Rs. _____ p.m.			
	After 5 years		Rs. _____ p.m.			
15	HAVE YOU BEEN CRIMINALLY PROSECUTED? IF SO, GIVE DETAILS SEPERATELY?					

16	CONVEYENCE:					
	a) Do you own a vehicle? If yes, please describe.					
	b) If No, how do you commute at present?					
BB	EDUCATIONAL QUALIFICATIONS: (Starting from S.S.C.)					
	s.no.	Exams & year passed	School/college	Board/University	Class/Marks Obtained	Main Subjects
	a.					
	b.					
	c.					
	d.					
	e.					
	f.					
	g.					

CC	DETAILS OF WORK EXPERIENCE: Please record your experience details in chronological order starting from present employment					
	Dates	Name & Address of the Employer	Designation	Duties	Salary Net (Rs.)	Reason for leaving
	Entry Exit					
	Entry Exit					
	Entry Exit					

ORGANISATION CHART

Kindly draw the reporting relationship (Current Job) above and under you

	<p><u>DECLARATION :</u></p> <p>I Certify that the foregoing information is correct and complete to the best of my knowledge and nothing has been concealed / distorted. If at any time, I am found to have concealed / distorted any material / information; my appointment shall be liable to summary termination without notice or compensation.</p>
	<p>Place : _____</p> <p>Date : _____</p> <p style="text-align: right;">Signature: _____</p>