

**EMPLOYMENT APPLICATION FORM**

Position Applied for: \_\_\_\_\_

Source of Interview: \_\_\_\_\_

(Direct appointment, Advertisement, Website, Internet, Reference, Placement, pl. specify)

**INSTRUCTIONS:**

1. Do not attach original documents
2. Relevant information to be filled in total correctness. Personal details will be treated as Confidential and are required for personal interview.

Affix your recent  
passport size photo  
here

**PERSONAL DATA**

<b>FULL NAME:</b>			
	First Name	Surname	Father's Name
<b>Address for Correspondence:</b>			
	Pincode: <input style="width: 100px;" type="text"/>	Email: <input style="width: 150px;" type="text"/>	
	Phone: ( R ) <input style="width: 150px;" type="text"/>	( M ) <input style="width: 100px;" type="text"/>	
<b>Permanent Address:</b>			
	Pincode: <input style="width: 100px;" type="text"/>		
	Phone: ( R ) <input style="width: 150px;" type="text"/>		
<b>Date of Birth:</b>	<input style="width: 100px;" type="text"/>	<b>Gender</b>	FEMALE <input style="width: 50px;" type="checkbox"/> MALE <input style="width: 50px;" type="checkbox"/>
<b>State:</b>	<input style="width: 100px;" type="text"/>	<b>Marital Status:</b>	<input style="width: 100px;" type="text"/>
<b>HEIGHT:</b>	<input style="width: 100px;" type="text"/>	<b>WEIGHT:</b>	<input style="width: 100px;" type="text"/>
		<b>NATIONALITY:</b>	<input style="width: 100px;" type="text"/>
<b>RELIGION:</b>	<input style="width: 100px;" type="text"/>	<b>CASTE:</b>	<input style="width: 100px;" type="text"/>
<b>PHYSICALLY CHALLENGED/ HEALTH ISSUES:</b>	YES <input style="width: 50px;" type="checkbox"/>	NO <input style="width: 50px;" type="checkbox"/>	(if yes - specify below)
	<input style="width: 100%; height: 20px;" type="text"/>		

<b>LANGUAGES KNOWN:</b>	READ	WRITE	SPEAK	(GOOD/ FAIR/ AVG.)
A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SPECIFY ANY OTHER LANGUAGE:

**COMPUTER PROFICIENCY:** Indicate proficiency with languages, use of application software, programming and such other relevant details

	STARTER	LEARNING	FAIR	GOOD	EXPERT
MS WORD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS POWER POINT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS EXCEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS OUTLOOK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS PROJECT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUTOCAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STAAD PRO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ETABS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEKLA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REVIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISUAL BASIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOTRAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROGRAMMING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIFY ANY OTHER SOFTWARE KNOWN :

<b>HOBIES/ ACTIVITIES FOLLOWED:</b>	(Specify your hobbies/ activities which are your routine like gym, swimming, music, etc.)

( Indicate Title only and provide attachments/ enclosures as supporting docs )

<b>MEMBERSHIP OF PROFESSIONAL/ SOCIAL ORGANIZATION</b>	

<b>DETAILS OF CERTIFICATE/ AWARDS/ PRIZES/ HONOUR</b>	

<b>DETAILS OF THESIS/ PROJECT WORKS/ PAPER PRESENTATION/ PUBLICATION</b>	

**EDUCATIONAL DATA AND ACADEMIC BACKGROUND**

<b>EXAMINATION/ DEGREE/ CERTIFICATE</b>	<b>COLLEGE/ UNIVERSITY/ SCHOOL/ BOARD</b>	<b>FROM MONTH /YEAR</b>	<b>TO MONTH/ YEAR</b>	<b>PERCENTAGE/ GRADE/ PERCENTILE</b>	<b>ELECTIVE SUBJECT/ SUBJECT OF SPECIALIZATION</b>
(Start from most recent degree and end up to SSC)					

**COMPLETED SHORT TERM COURSES/ PROGRAMMES/ TRAINING/ CORRESPONDENCE COURSES**

<b>DESCRIPTION OF COURSE/ PROGRAM</b>	<b>NAME OF INSTITUTE</b>	<b>YEAR</b>	<b>DURATION</b>

### EMPLOYMENT HISTORY

NAME & ADDRESS OF EMPLOYER					
POSITION HELD					
DURATION		FROM		TO	
DUTIES PERFORMED					
MAJOR PROJECT/ACHIEVEMENT DURING SERVICE					
TEAM HANDLED					
REPORTING TO	NAME:		DESIGNATION		
REASON FOR LEAVING					
NAME & ADDRESS OF EMPLOYER					
POSITION HELD					
DURATION		FROM		TO	
DUTIES PERFORMED					
MAJOR PROJECT/ACHIEVEMENT DURING SERVICE					
TEAM HANDLED					
REPORTING TO	NAME:		DESIGNATION		
REASON FOR LEAVING					
NAME & ADDRESS OF EMPLOYER					
POSITION HELD					
DURATION		FROM		TO	
DUTIES PERFORMED					
MAJOR PROJECT/ACHIEVEMENT DURING SERVICE					
TEAM HANDLED					
REPORTING TO	NAME:		DESIGNATION		
REASON FOR LEAVING					

NAME & ADDRESS OF EMPLOYER					
POSITION HELD					
DURATION		FROM		TO	
DUTIES PERFORMED					
MAJOR PROJECT/ACHIEVEMENT DURING SERVICE					
TEAM HANDLED					
REPORTING TO	NAME:		DESIGNATION		
REASON FOR LEAVING					
NAME & ADDRESS OF EMPLOYER					
POSITION HELD					
DURATION		FROM		TO	
DUTIES PERFORMED					
MAJOR PROJECT/ACHIEVEMENT DURING SERVICE					
TEAM HANDLED					
REPORTING TO	NAME:		DESIGNATION		
REASON FOR LEAVING					

**TOTAL EXPERIENCE**

**TOTAL EXPERIENCE AFTER GRADUATION:** \_\_\_\_\_ YEAR \_\_\_\_\_ MONTH

**TOTAL EXPERIENCE AFTER POST GRADUATION:** \_\_\_\_\_ YEAR \_\_\_\_\_ MONTH

**SALARY AT LAST EMPLOYER:** \_\_\_\_\_ TAKE HOME/MONTH \_\_\_\_\_ YEARLY PACKAGE  
(Attach salary slip and appointment/ increment letter of last employer)

**YOUR FUTURE GOALS, TARGETS, ROLES, RESPONSIBILITIES**

GOALS	
TARGETS TO BE ACHIEVED	
ROLES WANT TO TAKE UP	
RESPONSIBILITIES WANT TO TAKE UP	

**EXPECTED SALARY:** \_\_\_\_\_

**REFERENCES**

NAME	DESIGNATION/ PROFESSION	COMPANY & ADDRESS	PHONE/ EMAIL

**FAMILY DATA**

SR. NO.	NAME OF MEMBER	RELATIONSHIP	DEPENDENT (Y/N)	AGE	PROFESSION

**GENERAL INFORMATION**

- PLEASE SPECIFY IF YOU ARE STILL BINDED BY ANY BOND ANYWHERE OR NOT?
- HAVE YOU EVER BEEN PROSECUTED UNDER ANY CRIMINAL PROCEEDINGS? IF YES, PLEASE SPECIFY?
- PLEASE PROVIDE YOUR PASSPORT, DRIVING LICENCE, PANCARD DETAILS BELOW.

PASSPORT: \_\_\_\_\_

DRIVING LICENCE: \_\_\_\_\_

PANCARD: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_