**APPLICATION FOR EMPLOYMENT**

 Mr.

SURNAME Mrs.

 Miss

POSITION APPLIED FOR:

|  |  |
| --- | --- |
| Attach recent passport size photographHow did you hear of this vacancy? If by newspaper advertisement. Please give the name of newspaper and date of advertisement.  |  |

**PERSONAL HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname  | Forename (s) | Date of Birth | Place of Birth |

|  |  |
| --- | --- |
| Address Present | Marital StatusSingle ( ) Married ( )Widow/er ( ) Divorced ( ) |
| Permanent | Children : Please give dates of birthBoys:-Girls:- |
| Your E-mail ID: |

|  |  |
| --- | --- |
| Telephone Number (s)State of Origin: Nationality: | Disabilities, if anyPresent State of Health |

|  |  |
| --- | --- |
| Name of father, spouse : | Occupation: |

**EDUCATION DETAILS**

**ACADEMIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School / College | Year of Passing | Examinations taken & result | % of marks | Division/ Distinction |
|  |  |  |  |  |

**PROFESSIONAL TECHNICAL & COMMERCIAL EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| University, Tech. Institute | Period | Degree Diploma | % of Marks | Class / Honors | Special Subjects |
| From | To |
|  |  |  |  |  |  |  |

NOTE : Please attach copies of certificate relating to Date of Birth, Academic / Professional of Technical qualifications and previous employment record.

**LANGUAGE KNOWN**

|  |
| --- |
| Spoken: Written: |

**EMPLOYMENT HISTORY** (Beginning with first job)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address of employer | Job Title | Dates | Total Earnings | Reason for Leaving |
| From | To |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1st Job |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2nd Job |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3rd Job |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4th Job |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5th Job |  |  |  |  |  |  |

**PRESENT JOB** (or most recent if currently unemployed)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer: | Dates | Total Earnings | Reason for Seeking Job / Change |
| From | To |
| AddressTelephone No | Job Title |  |  |  |  |
| Nature of Business | Name of Immediate SuperiorMay we Refer? Yes / No |
| Total no. of EmployeesNo. of Employees Reporting you: | Outline your job Responsibilities |

**PRESENT REMUNARATION DETAILS (per month)**

|  |
| --- |
| Salary Allowance |

|  |
| --- |
| Benefits (Including Retrial Benefits) |

|  |  |
| --- | --- |
| Reasons for Leaving (or for seeking change)  | How much notice is required to end your present employment?When is the earliest you can join? |

|  |  |
| --- | --- |
| What remuneration do you expect?Have you been employedBy this company before Yes / No | Have you applied before? Yes / NoIf yes, position applied for And when |

# REFERENCE

|  |
| --- |
| Name, address and phone numbers of two persons (not related to you) who have known you for at least two years and can be approached for reference.1. 2. |

**RELATIVES**

|  |
| --- |
| Are you related to anyone employed by us? Yes/No If Yes.Name: Position Held UnitNature of relationship: |

**GENERAL**

|  |
| --- |
| Hobbies and interests extracurricular activities(i). When you were younger(ii). And now |

|  |  |
| --- | --- |
| Do you own a Car / Two Wheeler?Have you a currentDriving License | Make:Type:Year of first registeredAny endorsements? |

|  |
| --- |
| Did you suffer from any contagious disease or serious illness during the last 3 years?Have you ever been refused a policy by Life Insurance Corporation? If, YesReason for refusal |

|  |
| --- |
| Are you a member of Employees Provident Fund Scheme? Yes / NoIf Yes A/c no. And your employer’s code no.Are you a member of Family Pension Scheme? Yes / NoIf Yes A/c no. |

|  |
| --- |
| Please give a brief summary of your family background |