



POSITION APPLIED FOR: _____

PERSONAL DATA:

1 Name in Full (Block Letter) _____

2 Date of Birth _____ Age _____ Weight _____ Height _____

3 Present Address _____

Fax _____ Phone Office _____ Phone Resi. _____

4 Permanent Address _____ Phone _____

5 Marital Status _____ No of Children _____ Age _____

6 Wife's/Husband's Name and Occupation _____

7 Father's Name and Occupation _____

8 Did you suffer from any major illness in last five years ? (if yes give details) _____

9 Any Physical defect of disability (if yes give details) _____

10 Knowledge of Indian and Foreign Languages, Indicate degree of Fluency.
Underline Mother-tongue.

Language	Read	Write	Speak
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACADEMIC BACKGROUND:

School/College	Year From	Year To	Degree/Diploma /Certificate	Passing Year	Main Subject	Class/ Grade
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

EXTRA - CURRICULAR ACTIVITIES: Major leisure interest, Social, Sporting & Professional Activities.



What would you consider as your major career achievements, strengths and weaknesses

Careers Achievements _____

Strengths _____

Weaknesses _____

CAREERS:

Outline briefly in not more than 50 words reason for applying to our organisation and choice of career

EXPECTATIONS:

1 Notice required for interview _____

2 Joining Period _____

3 Any Other Expectation _____

REFERENCES:

Please provide two references. Do not include, relative or more than one member of college faculty.

Name	Title/Occupation	Mailing Address	Telephone		Years Know
			Off.	Resi.	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

DECLARATION:

All information provided by me in this application is correct and I have not knowing omitted any related information would have a bearing on my employment with you.

Date: _____

Place: _____

Signature: _____



DETAILS OF EMOLUMENTS

COMPONENTS	AMOUNT	
	PRESENT Rs./Month	EXPECTED Rs./Month
1 Basic Salary		
2 DA / Other Allowance		
3 Conveyance Allowance		
4 Medical (Specify monthly)		
5 LTA (Specify monthly)		
6 Provident Fund (Specify monthly)		
7 Gratuity		
8 Superannuation		
9 Bonus		
10 *HRA		
11 Other if any (Specify)		
a)		
b)		
c)		
Total per Month		
Total per Year		

* Conveyance facility if any (Give details of Maintenance, Fuel etc, and total cost of company per Month)

* Housing facility if any (Give details of rent, furnished/unfurnished and total cost of company per Month)

Name _____

Signature _____