**Application Form**

Date :…………………………….

Post Applying for :…………………………….

**Personal Details**

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| Full Name (in Block Letters) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Date of Birth |  |  |  |  |  |  |  |  |  |  |  |
|  | D | D |  | M | M |  | Y | Y | Y | Y |  |
| Blood Group |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Gender |  |  |  |  |  |  |  |  |  |
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| Marital Status |  |  |  |  |  |  |  |  |  |

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| Father/Guardian Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Passport No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Driving License |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| PAN No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Address for Communication**

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| **Permanent Address** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Temporary address** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Family / Dependent Details:**

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| --- | --- | --- | --- |
| **Name** | **Relationship** | **Date of Birth** | **Occupation** |
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| Languages Known | **Language** | | | |  | **Read** | | | |  | **Write** | | | |  | **Speak** | | | |
| (Please underline the Mother Tongue) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Educational Qualifications**

**Note: Qualification starts from SSC.**

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| --- | --- | --- | --- | --- |
| **Course** | **University / Institution** | **Year of Passing** | **Class & Percentage** | **Specialization** |
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| **Professional Details** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Previous Experience |  |  |  |  |  |  |  |  |  | In Years | | | | | | | | | |  |  |
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| Work knowledge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Subject Knowledge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Computer Knowledge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Ambition in life |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Last Salary drawn |  |  |  |  |  |  |  |  |  |  | Per Month | | | | | | | | | |  |
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| Other Additional Allowances drawn |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Expected Salary |  |  |  |  |  |  |  |  |  | Per Month | | | | |
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| Prepared to work any where  In India / Overseas | Yes / No. ………….. | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Interested Location |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Sl.No. | Name & Address of the Employer / Company | | | Designation / Position Held | | | | | | Period of Service | | | | | | | | | | | Job Responsibilities | | | | | | |
| From  DD/MM/YYYY | | | | | | To  DD/MM/YYYY | | | | |
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| **References – I** | |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
| Name | |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
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| Relation | |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
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| **Address** | |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
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| Telephone | |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |
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| Email |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **References – II** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Address** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Email |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Are you related to any employee of the company? Yes/ No.

(If Yes, Specify the following)

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| Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Position |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* Have you been employed in our company earlier? Yes / No

(If Yes, Specify the following)

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| Division / Department |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Period of Employment | From |  |  |  |  |  |  |  |  |  | To |  |  |  |  |  |  |  |  |  |  |

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| Designation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Reason of Leaving |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Declaration**

I certify that the statements made by me are true, complete and correct. I agree that incase the company at any time finds that the information given above is not true, correct or in complete, the company will have the right to terminate my employment without any notice or compensation at any time, notwithstanding any other terms of employment.

Date : ……………….. Place : ……………………… Signature: ………………………