

EDUCATIONAL/ ADDITIONAL QUALIFICATION:

Sr. No	Year	Course / Degree	College / University	Class / Grade	Major Subjects

FAMILY DATA :

Relationship	Name	Age	Education Qualification	Occupation	Organization	Monthly Income Rs.
Father						
Mother						
Spouse						

DETAILS OF LAST EMPLOYEMENT:

Name of the Company where you were employed: _____

Place _____ Department _____ Designation _____

Date of Joining _____ Starting Salary Rs. _____ / P.M. Present Salary Rs. _____ /P.M

Additional Perquisites _____

Value of Perquisites (In Rs.) _____

Total No. of Employees in your company _____ Number of persons reporting to you _____

Design. of your immediate supervisor _____ Design. of your immediate junior _____

Nature of business your company is engaged in _____

May we contact your present employer? Yes No

Detailed nature of your work & responsibilities _____

Responsibilities you would like to have? _____

Reason for seeking a change _____

Would you consider moving to another town / city if you will get an offer? Yes No

Reason _____

Preferred town / cities _____

Willingness to travel Yes No Frequently

EMPLOYMENT / WORK HISTORY (Write in chronological order) Total Work Exp : _____

Company' Name and address	Designation	Nature of Duties	Period of Service		Salary Basic + Parks		Reason for Leaving
			Date of Joining	Date of Leaving	Date of Joining	Date of Leaving	

Mention any major achievements during your academic / professional & employment career: _____

What are your future career plans? _____

TWO REFERENCE (Other than relatives)

Sr. No	Name Address & Telephone No.	Occupation	Knows you for how many years

Hereby declare that the information given by me is true in all respects. If it discovered to be incorrect after my appointment, my service all liable to be terminated

Date : _____ Place : _____ Signature of Applicant: _____

- Enclosed :
1. Two Passport Size Photo.
 2. Photo copy of Address Proof. (Temporary & Permanent, i.e. Light Bill, Ration Card, Driving License)
 3. Photo copy of all the Documents relevant to support your education & your Exp.
 4. Photo copy of your last month's salary slip or Salary Certificate.
 5. Photo copy of PAN CARD
 6. Copy of NEFT Form.