

ISMT LIMITED

APPLICATION FOR EMPLOYMENT PERSONAL DATA

Source

PASSPORT SIZE
PHOTOGRAPH

Position

Surname		First Name		Middle Name	
Full Name (in block letters)					
Address for communication				Name (Address & Tel. No.) to be notified in case of emergency	
Tel. No. : Res. :		Office :			
Email :					
Permanent Address				Passport No.	
				PAN	
Date of Birth & Age :		Nationality		Married / Single	
Place of Birth :				Number of Children	
				Age of Children	
Father's Name			Spouse's Name		Spouse's
Occupation			Occupation		Qualification
Do you have any relative in the service of our Company / Group ? If so, give details and state relationship.					
Have you been previously employed in our Company / Group ? If so, state below.					
Place where last posted		Period		Department /	Total Salary
		From	To	Level	Reasons for leaving
Have you ever been interviewed for any post in our Company ? If so, when, for which position.					
Do you have a history of any health problem ? Give details.					
Identification mark		Height		Weight	
				Blood Group	
What are your extra curricular activities / hobbies ?					
Languages you can (in order of proficiency)		(a) Speak		(b) Read	
				(c) Write	
1)					
2)					
3)					

IMPORTANT : TO BE SUBMITTED DULY COMPLETED IN ALL RESPECTS

EDUCATIONAL

Examination Passed - S.S.C. onwards	Institute / Board / University	Year of Passing	Main Subjects	Percentage Marks

Other Academic Achievements.

Membership of Professional Societies / Bodies.

PRACTICAL TRAINING

Names of the Organisation	Period		Details of Training
	From	To	
(a)			
(b)			

DETAILS OF EMPLOYMENT

(Begin with present employer)

Organisation	Period		Designation	Last drawn salary (Gross p.m.)	Reasons for seeking change
	From MM / YY	To MM / YY			
(a)					
(b)					
(c)					
(d)					
(e)					

Total experience in years _____

Use this space for any other relevant Information you would like to share.

Details of present emoluments (Rupees Per Month)		Other not quantifiable perks, if any
Basic _____	Lunch _____	
D.A. _____	Entertainment _____	
H.R.A. _____	Furnishing _____	
Conveyance _____	Any other _____	
Education _____	(Pl. specify) _____	
LTA _____	_____	
Medical _____	_____	
Provident Fund _____	Monthly _____	
Superannuation _____	_____	
* Please attach copy of last salary slip	Annual CTC (Rs.) _____	
Expected salary & perks.		
If selected, when can you join ?		

REFERENCES*

(a) Name	Contact details
(b) Name	
*Should have worked with you or known you professionally Can we seek their views without taking your prior approval Yes / No.	

I certify that the particulars given above, to the best of my knowledge and belief, are correct.

Dated _____

Signature _____

FOR OFFICE USE :

Interview Panel Comments on (1st Level)

- 1) Job Knowledge _____
- 2) Analytical Ability _____
- 3) General Awareness _____
- 4) Communication Skills _____
- 5) Attitude _____
- 6) Appearance / Personality _____

L	Scale					H
	1	2	3	4	5	

Overall Comments - 1st Level

- 1 _____
- 2 _____
- 3 _____

Recommended Not Recommended

Name _____ Designation _____ Signatures _____

- 1 _____
- 2 _____

Overall Comments - 2nd Level

- 1 _____
- 2 _____
- 3 _____

Recommended Not Recommended

Name _____ Designation _____ Signatures _____

- 1 _____
- 2 _____

MANAGEMENT APPROVAL

Comments _____

Suitable Not Suitable Signature _____ Date _____

TO BE FILLED BY HRD

REMARKS

Suitable for the position of _____

OFFER

- I. Designation _____
- II. Level _____
- iii. Department _____
- iv. Location _____
- v. CTC _____
- vi. Date of Joining _____

Signature _____ Date _____