**Candidates Application Form**

***Personal Details*:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name in Full (In Block Letter) |  | | |
| Date and place of Birth | DD / MM / YY | Birth Place | Age |
| Father’s Name |  | | |
| Nationality |  | Mob. No.: +91 | |
| Address for correspondence |  | | |
|
| Permanent Address |  | | |
|

***Education/Professional Qualification Details*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year of Passing | | Details of Qualification | University | Marks % Percentage |
| From Year | To Year |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Details of Previous/Present Employment*:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & address of the employer** | | **Post held/ natures of duties** | **Period of Service** | | **Salary Drawn** |
| **From** | **To** |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
| ***Reason for leaving last job:*** |  | | | | |

***Skill and Experiences*:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sales & Marketing | |  | Admin |  | Telesales |  |
| Customer Service | |  | Computer Works |  | Direct Sale |  |
| Telephone Work | |  | Management |  | Others |  |
| *If* ***others*** *is in also* ***“yes” then mention*** *please:* | | | | | | |
| ***Hobbies & Interests:*** |  | | | | | |

***References*:**

Please give details of two referees one of which must be your current or most recent employer:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Your Senior in last Company | Name: | Any Relative orYour Known Person |
| Address: | Company Add. | Address: | His/her Add. |
|
| Mob. No: | Senior/Company No. | Mob. No: |  |
| Job Title: | Designation of your Senior | Relation: |  |

I certify that the information given above is true and if any discrepancy is noticed after appointment I understand that the Company will take appropriate action me.

Place:

Date: Signature

**FOR OFFICE USE ONLY**

Employee Code No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Of Joining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identity Card No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Offered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_