

# ISMT LIMITED

## APPLICATION FOR EMPLOYMENT PERSONAL DATA

Source

PASSPORT SIZE  
PHOTOGRAPH

Position

|  |             |                  |  |              |                     |
|--|-------------|------------------|--|--------------|---------------------|
| Surname  | First Name  | Middle Name      |  |              |                     |
| Full Name<br>(in block letters)  |             |                  |  |              |                     |
| Address for communication  |             |                  | Name (Address & Tel. No.) to<br>be notified in case of emergency |              |                     |
| Tel. No. : Res. :                      Office :                      Cell :                                  |             |                  |  |              |                     |
| Email :  |             |                  | Passport No.<br>PAN  |              |                     |
| Permanent Address  |             |                  |  |              |                     |
| Date of Birth & Age :  | Nationality | Married / Single | Number of Children   |              |                     |
| Place of Birth :   |             |                  | 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 /<br>Level  | Total Salary | Reasons for leaving |
|  | From        | To               |  |              |                     |
|  |             |                  |  |              |                     |
| 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<br>(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<br>MM / YY | To<br>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<br>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 \_\_\_\_\_