

# Application for the post of \_\_\_\_\_

Advt. No. \_\_\_\_\_

(Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form)

**PHOTO**

## PERSONAL INFORMATION:

1. **First Name:** \_\_\_\_\_

2. **Middle Name:** \_\_\_\_\_

3. **Last Name:** \_\_\_\_\_

4. **Sex :** Male/Female

5. **Father/Husband's name** \_\_\_\_\_

6. **Date of Birth** \_\_\_\_\_

7. **Category-** Do you belong to reserved Category- YES/ NO

If Yes----SC/ST/OBC Sub-caste: \_\_\_\_\_

(Please attach Valid OBC Non-Creamy Layer Certificate from the District Authority )

**8. Present Communication Address**

\_\_\_\_\_

City, State, PIN Code \_\_\_\_\_

**9. Permanent Address**

\_\_\_\_\_

City, State, PIN Code \_\_\_\_\_

**10. Phone Number:** Mobile \_\_\_\_\_

Land Line (\_\_\_\_) \_\_\_\_\_

**11. Email** \_\_\_\_\_

**12. EDUCATION:**

Please state qualifications starting from School leaving till date:

Name of Examination	Names of Board/University	Name of School/College	Whether the degree is UGC recognised or not	Year of passing	Grade/Marks/Class obtained

**13. Skills and Qualifications: Licenses, Skills, Training, Awards**

\_\_\_\_\_

\_\_\_\_\_

**14. Languages Known** \_\_\_\_\_

**15. EMPLOYMENT HISTORY:**

**Present Or Last Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Position:**

Employer: \_\_\_\_\_

Government Service -Yes/No (If Yes - Central/State )

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

---

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**(All application must be forwarded from present employer in case of Government Service)**

**16. Details of Demand draft attached –**

No. \_\_\_\_\_ Bank \_\_\_\_\_ Date \_\_\_\_\_

**17. References:(Two)**

Name/Title Address Phone

---

---

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_