

JOB APPLICATION FORM

*Affix a recent passport
size photograph*

Position applied for: _____

Reference (Advertisement): _____

Note: Information provided in this form will be used for the purpose of recruitment and office records. Only authorized persons will have access to these records and will maintain confidentiality, irrespective of outcome of the recruitment process.

1. Personal Particulars:

Full name: _____

Date of birth: _____ (DD/MM/YYYY)

Place of birth: _____

Sex: Male Female

Marital Status: _____

2. Postal Address

Permanent

Present

Address: _____

Address: _____

City: _____

City: _____

Dist.: _____ State: _____

Dist.: _____ State: _____

Pin code : _____

Pin code : _____

Telephone number/s: _____ Email ID: _____

3. Language Proficiency (Answer Yes or No)

Serial No	Language	Read	Write	Speak
1	Hindi			
2	English			
3	Local (Rajasthani)			
4	Other state/foreign languages			

Confidential

4. Educational Qualifications starting from 10th class (Please fill all applicable columns)

Sl. No.	Name of Exam	Name of School/ College	Board /University	Regular/ Corres /Part Time	Optional Subjects	Year of passing	Div./ Grade
1							
2							
3							
4							
5							

5. Previous employment starting from the 1st employment (Please fill all columns)

Sl. No.	Name and address of the employer	Designation	Duration			Reporting to	Full/ part time	Gross last monthly salary/ remuneration drawn*
			From MM-YY	To MM-YY	Duration in months			
1								
2								
3								
4								

- * 1. Do not include any variable allowances for travel, etc. based on actual costs.
 2. Please attach scan/photocopy of proof of last/current remuneration drawn.

6. Computer Skills:

Serial No.	Application/Software	Degree of skill ¹	Using since

¹ Degree of Skill - Excellent/Good/Satisfactory/Working knowledge

7. Training/Seminars/workshops attended (Mention only top three which are relevant to the position applied for).

Serial No	Conducted by	Duration	Topic
1			
2			
3			

8. Family profile:

(1) Father's name: _____ Age: _____ Occupation: _____

(2) Mother's name: _____ Age: _____ Occupation: _____

(3) Spouse's name: _____ Age: _____ Occupation: _____

Educational Qualifications of Spouse: _____

(4) Children

Sl.No	Name	Male/Female	Date of Birth
1			
2			
3			

9. Certificates/testimonials (Enclose marksheets for high school and above, any work experience certificates)

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

10. References:

1. Name: _____

Designation: _____ Organization: _____

Tele No.: _____ Email: _____

2. Name: _____

Designation: _____ Organization: _____

Tele No. _____ Email: _____

Note: References mentioned should not be relatives of the candidate. Names of teachers of Schools/Colleges where the candidate has studied, reporting officers or employers(Latest only) may be given as references.

DECLARATION

I certify that the particulars given above are true to the best of my knowledge.

Date: _____

Signature: _____

Place: _____

Name: _____