F HR 004.01

Application For Employment

INSTRUCTIONS

1. All particular are to be completed using **CAPITAL LETTERS.**
2. This form is to be signed and returned with 1 recent passport-sized photograph.
3. The Candidate Has To Fill All The Details In Complete In All The Matters.

Please affix passport sized photograph here

Applied Position : ..... Department : .....

Referred By : ..... For which Location : .....

Media : .....

(A) Applicant Particulars			For Official Use Only
Full Name First Name Middle Name Surname			**Interview Date** ..... **Position** ..... **Result of interview** Selected / Hold / Rejected .....
Permanent Home Address	Present Address		
Date of Birth DD/MM/YYYY	Gender / Age	Marital Status	
Religion	Place of Domicile	Native State	Emil ID

Contac No. [R] [M] [O]

Family Member Details

Sr.	Name	Birth Date	Relationship	Profession
1				
2				
3				
4				
5				

Languages (Under line Mother Tongue)
Can Understand :
Can Read :
Can Write :
Can Speak :

Do you own Scooter/Car?

Membership of Professional Organizations/Social Institutions

Magazines / News paper you read

Hobbies & Interest	What Games / Sports You Presently Play?	Any Addiction [Habit of Smoking, Tobacco etc.]

Leisure activity

Physical disability/permanent disease : Yes / No
If Yes, Give Details,

Recent Serious Illness (If Any) :

(B) Educational Qualification: Attach Testimonial(Photocopies)

Details	Name of School/College and Board/University	Course	Month & Year of passing	Class & % of Marks	Duration From……To	Main Subjects
School level						
H.S.C. Level						
Diploma						
Degree						
Post Graduation						
Professional or Technical Courses						
Computer Proficiency/ Software Knowledge						

Gaps In Education (If Any) :

Any Special Achievements-Academic / Sports, Etc.:

Short Term Courses / Training :

Courses	Duration	Year	Institute / Organization

(C) Self Evaluation

What are your

(a) Abilities and Weaknesses:

(b) Ambitions & Career Plans :

(c) Achievements and Failures:

(d) Reasons for seeking change:

(D) Present Employment

Name & Address of Employer :
Phone No. : **Web Site :**
Nature of Business :
Annual Turnover :
No. of Employees :

Date of Joining : Position (At the time Joining) :
Present Position : Reporting to :

Elaborate the Nature of Work in Which You Are Present Engaged

(Please Specify Key Functions, Achievements In Task Or Key Result Areas V/S Targets And Development Activities Initiated And Extent Of Success)

ORGANISATION STRUCTURE OF YOUR DEPARTMENT (MARK YOUR POSITION)

Present Salary Details

(A) Current Monthly Salary		(B) Other Benefits/Perks		Present Accommodation Own/Rented by you/By Co.
Basic	Rs.	PF Contribution	Rs.	
D.A.	Rs.	Gratuity	Rs.	
H.R.A.	Rs.	Bonus	Rs.	
Medical	Rs.	Superannuation	Rs.	Notice Period Required
Edu. Allow	Rs.	Regular Ship	Rs.	
Conveyance	Rs.	Night Halt	Rs.	Present Gross Salary Per Month (A+B)
LTA	Rs.	Perf. Incentive	Rs.	
Mobile	Rs.	Med claim	Rs.	
Others	Rs.	Medical Insurance	Rs.	Expected Gross Salary Per Month (A+B)
		Others	Rs.	

(E) Previous Work Experience

Designation	Employer's Name & Address	Reporting To	Duration From To	Total Emoluments	Duties/ Responsibilities

Elaborate The Nature Of Work In Which You Were At Previous Employment.
(Just Before The Present One) (Please Specify Key Functions, Achievements In Tasks Or Key Result Areas V/S Targets And Development Activities Initiated And Extent Of Success)

(F) General Data

Reference: Give name, designation and Contact Details of last two employers/superiors with whom you have worked.

List Two Professional References

Sr.	Name	Occupations	E-mail	Telephone / Mobile No.
01				
02				

Do you know anyone in our organization?
If yes, please state Name, Dept. & Relation ship.

Where you previously interviewed by the JYOTI ? **Yes / No**
If Yes, Give Details :
Department :
Position :
Location :

If Appointed, When Can You Join?	: ..... /..... / .....
Have You Ever Been Involved In Any Court Proceedings? Yes / No	Have You Any Business Interest? Yes / No

I hereby confirm that the information and details of the monthly compensation admissible to me in my present job as given above are correct and that I have not knowingly withheld any fact or information. I undertake that in case after I am employed in **JYOTI CNC**. It is found that any of the information furnished herein is incorrect in any material respect; the company will have the right to terminate my services without notice or salary in lieu thereof.

Date:- **Signature**

Interview Evaluation Report
[For Office Use Only]

Status Selected / Rejected / Pending : .....

Interview Performance Rating:

Excellent	Good	Average	Poor
10 ← 8	7 ← 6	5 ← 3	2 and less

Criterion of Selection	Excellent	Good	Average	Bad	Rating
Knowledge Of Job					
Willingness to learn					
Attitude					
Ability to take Responsibility					
Maturity					
Any Other Criterion (Kindly Mention)					
Total Ratings					

If Selected:

Recommended Salary :	Date of Joining (Approx.) :
Offered Designation :	Offered Department :
Offered Location / branch:	Reporting to :

Work Profile (In brief): .....
.....
.....

If Rejected:

Reason of Rejection (In brief): .....
.....
Any other recommend Department in our Co. : .....
.....

Any Additional Comments: .....
.....

Name : .....

Designation : .....

Signature of Interviewer.....