|  |
| --- |
| **APPLICATION FOR EMPLOYMENT** |

**Note:** Fill all the items; If not applicable please state “Not Applicable” (NA). Attach additional sheet if required, to give complete details.

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** |  |
| **NAME IN FULL (IN BLOCK LETTERS)** |  |
| **Date of Birth & Age** |  |
| **Religion/Community: (FC, BC, SC, ST)** |  |
| **Native Place**  **Mother tongue** |  |
| **Permanent Address with PIN Code**  **(With Telephone/Mobile Number)** | **Present Address with Pin Code**  **(With Telephone/Mobile Number)** |

|  |  |  |
| --- | --- | --- |
| Single/Married/Widower/Divorced |  | |
| Husband/Wife’s Name |  | |
| Date of Birth of spouse |  | |
| Occupation of spouse |  | |
| Date of Marriage |  | |
| **Name of Children** | **M/F** | **Date of Birth** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**MARTIAL STATUS**

**FAMILY BACKGROUND**

|  |  |
| --- | --- |
| **Father’s Name** |  |
| **Age** |  |
| **Occupation/Place** |  |
| **Mother’s Name** |  |
| **Age** |  |
| **Occupation/Place** |  |

**Brothers and Sisters**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Age** | **M/F** | **Single/Married** | **Occupation/Place** |
|  |  |  |  |  |
|  |  |  |  |  |

**EDUCATIONAL BACKGROUND (BOTH ACADEMIC & TECHNICAL, STARTING WITH SSLC)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Exam Passed | Class/% Marks | Name & Place of the School & College | Year | | Electives/Specialization |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of training (apprenticeship/special/training/courses undergone) | Duration (Date) | | Institution/Place |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous Company’s Name & Full Address (With Pin Code)** | Your Designation | | Period of Service (Date) | | Total Salary drawn Rs. PA | | Reason for leaving |
| On joining | While leaving | From | To | On Joining | While leaving |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

**Present salary and Perquisites details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY** | | **ANNUAL** | |
| BASIC |  | Bonus/Exgratia |  |
| DA |  | PF |  |
| HRA |  | LTA |  |
| Conveyance allowance |  | Superannuation |  |
| Incentive |  | Medical reimb/allace |  |
| Special allowance |  | Others, if any |  |
| Other allowances |  | HOUSING FURNISH, ALLOWANCE |  |
| Telephone allowance |  |  |  |
| Medical allowance |  |  |  |
| Education allowance |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL/MONTH** |  | **TOTAL/MONTH** |  |
| **TOTAL/ANNUM** |  | **TOTAL/ANNUM** |  |
| **TOTAL CTC/ANNUM** |  | | |

**Have you any relatives working in Saffron Group of Companies? If so, please give details.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Relationship** | **Name of the Company** | **Department** | **Designation/Card No.** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |

**REFERENCES: Three responsible persons (not related to you) who will vouch for your conduct and work performance.**

|  |  |  |
| --- | --- | --- |
| **NAME** | **Occupation, Full Address (with PIN Code) & Telephone Numbers** | **How is known to the applicant** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

**PLACE: Name & Signature**

**DATE:**