



**APPLICATION FOR EMPLOYMENT
(PERSONAL DATA FORM)**

NAME (MR / MRS / MS) : _____

POSITION APPLIED FOR : _____

- Please fill this form completely and in block letters (handwritten / typed).
- All information will be kept confidential.
- All columns should be filled in.

INJECTOPLAST

PERSONAL DETAILS



01. NAME
(BOLD LETTERS) –
(As in your High School certificate): _____

02. FATHER'S/HUSBAND'S NAME: _____

03. FATHER'S/HUSBAND'S OCCUPATION (Provide complete details like designation, address of the employer OR if retired, details)

04. PRESENT ADDRESS: _____

Landline (Res.) _____ (Mobile) _____

E-mail ID: _____

05. PERMANENT ADDRESS (if its other than 04): _____

Landline (Res.) _____ (Mobile) _____

06. DATE OF BIRTH: _____ / _____ / _____ Completed Age _____
Day Month Year

07. PLACE OF BIRTH : _____ a) District: _____

b) State: _____

c) Country: _____

08. PASSPORT NO. WITH EXPIRY DATE: _____

09. RELIGION: _____

10. MARITAL STATUS: MARRIED / UNMARRIED

11. NO. OF CHILDREN: _____ SON: _____ DAUGHTER _____

12. LANGUAGES: READ WRITE SPEAK

13. Extra curricular activities / Hobbies: _____

14. **ACADEMIC RECORD**

EDUCATION	NAME OF INSTITUTION (For Xth / XIth std. indicate: CBSE / ICSE / Board)	YEAR		QUALIFICATION (Xth st., inter, B.Tech/DME/BA/B.Com/ PGDBM etc)	% OF MARKS	DIVISION / DISTINCTION IF ANY
		FROM	TO			
1	High School – Xth Std.					
2	Intermediate – XIIth Std.					
3	Degree / Diploma					
4	Post Graduation (Degree / Diploma)					
5	Others					

REASON FOR GAP IN STUDIES, IF ANY: _____

15. MAJOR ACADEMIC ACHIEVEMENTS (Distinction, School / College higher ranks, State / University ranks etc): _____

16. PROJECT WORK DETAILS: _____

17. MEMBERSHIP OF PROFESSIONAL INSTITUTE / BODIES:

18. DETAILS OF EXPERIENCE (List all your work experience beginning with 1st employment – Please do mention the details of present employment in column 20 and not here):

PERIOD		EMPLOYER'S NAME & ADDRESS	NATURE OF BUSINESS	DESIGNATION HELD	GROSS SALARY DRAWN	REASON FOR LEAVING
FROM	TO					

What, according to you, have been your major contributions / achievements with respect to your past employment (as indicated above)?

1. _____
2. _____
3. _____
4. _____

19. PRESENT EMPLOYMENT:

A] Name & address of the employer: _____

B] Nature of employer's Business: _____

C] Total number of employees: _____

D] Annual sales turnover (Rs.): _____

E] Designation at joining : _____ Effective from _____

F] Designation at present : _____ Effective from _____

G] Salary on joining : _____

H] Salary at present : _____

S.N.	PARTICULARS	AMOUNT (PER MONTH) Rs.
1	BASIC SALARY / STIPEND	
2	D.A.	
3	C.C.A.	
4	SPECIAL PAY / PERSONAL PAY	
5	SPECIAL ALLOWANCE	
6	H.R.A./ CO'S LEASED HOUSE	
7	EDUCATION ALLOWANCE	
8	TRANSPORT ALLOWANCE	
9	MEDICAL ALLOWANCE	
10	COMPANY MAINTAINED CAR / CAR ALLOWANCE	
11		
12		
13		
14	TOTAL	
15	L.T.A.	
16	BONUS	
17	EXGRATIA	
18	P.F. CO. CONTRIBUTION	
19	E.S.I. CO. CONTRIBUTION	
20		
21		
22		
23	GROSS PAY PM / CTC	
24	EXPECTED SALARY (PM)	

What according to you have been your major contribution / achievements / success factors with respect to your present job?

-
-
-
-
-

What is your career objective? For example, where do you want to see yourself after 5 years:

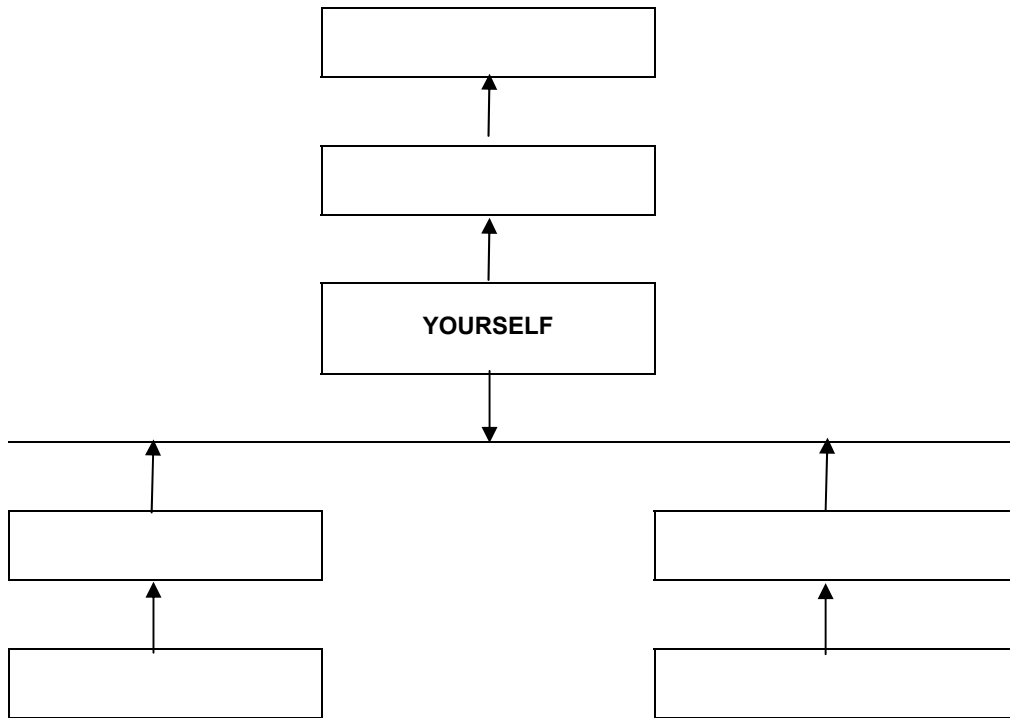
- _____

20. Which of the following factors would you attribute for leaving your present employer: (Please put a "tick mark")

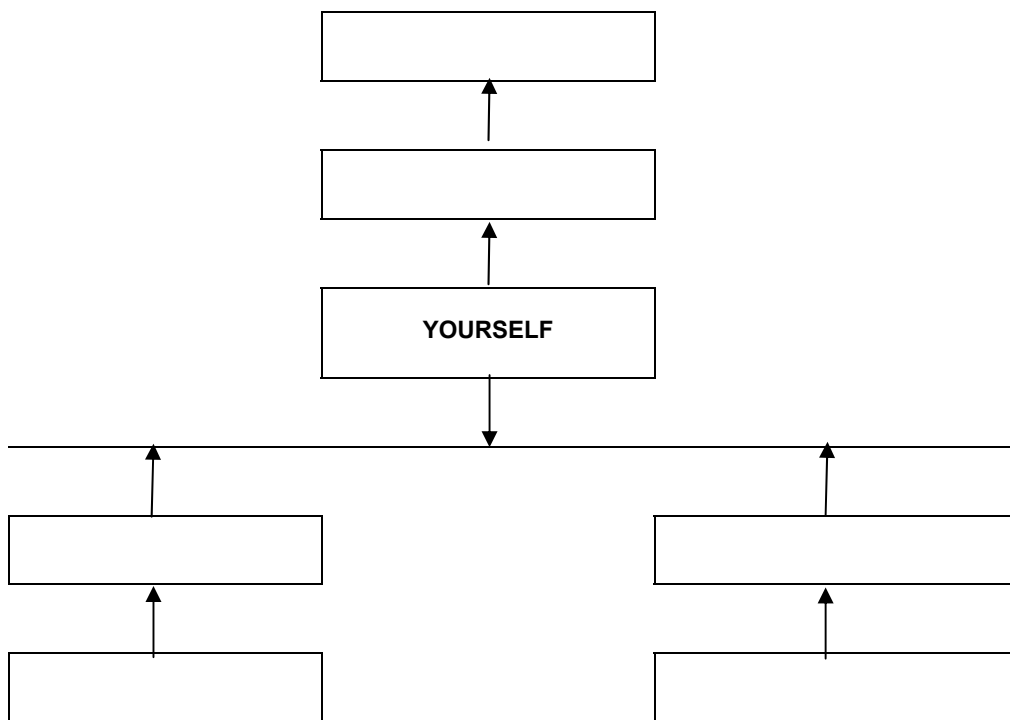
- a) Lack of job satisfaction
- b) Lack of job challenge
- c) Lack of growth opportunities
- d) For better opportunities
- e) Family considerations / convenience

21. Please indicate reporting relationship of yourself (provide only designation): To whom are you reporting and that official is reporting to whom and who are all reporting to you, at least for 2 levels – Top & Down. (For your “A” present employment and “B” prior to your present employment).

A - PRESENT EMPLOYMENT



B - PRIOR TO YOUR PRESENT EMPLOYMENT



GENERAL INFORMATION:

1) Do you have any relatives / friends working with this Company or its group companies?

Name _____ Unit _____

Relationship _____

2) Are you aware of any illness or injury which may limit your work performance or attendance?

3) Have you any criminal records in India or any country: Yes / No
If yes, please give details.

4) In case are you selected, how many days / months notice period to be served to your present employer?

5) Have you ever been interviewed in any of the Companies of Lohia Group? If yes, please give details?

6) References

A. _____

B. _____

DECLARATION

I declare that the particulars given in this application and the attachments are true and accurate to the best of my knowledge and belief.

I understand that omissions or any false statements made by me on this application will be sufficient grounds for immediate termination.

Date: _____

Signature of applicant _____