



**INJECTOPLAST**

Perfection in Engineering Plastics

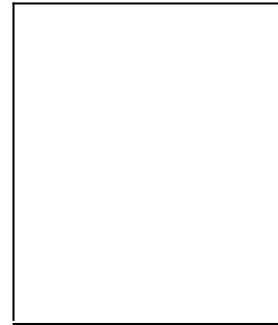
**APPLICATION FOR EMPLOYMENT  
(PERSONAL DATA FORM)**

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.

**PERSONAL DETAILS**



1. NAME  
(BOLD LETTERS) –  
(As in your High School certificate): \_\_\_\_\_

2. FATHER'S/HUSBAND'S NAME: \_\_\_\_\_

3. 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: \_\_\_\_\_

5. PERMANENT ADDRESS (if its other than 04): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Landline (Res.) \_\_\_\_\_ (Mobile) \_\_\_\_\_

6. DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Completed Age \_\_\_\_\_  
Day Month Year

7. PLACE OF BIRTH : \_\_\_\_\_ a) District: \_\_\_\_\_

b) State: \_\_\_\_\_

c) Country: \_\_\_\_\_

8. PERSONAL INFORMATION :

- A. Passport No. \_\_\_\_\_; Valid upto \_\_\_\_\_  
 B. Blood Group \_\_\_\_\_  
 C. Aadhar No. \_\_\_\_\_  
 D. Driving Licence No. \_\_\_\_\_; Valid upto \_\_\_\_\_  
 E. Voter ID No. \_\_\_\_\_ City \_\_\_\_\_ Ward No. \_\_\_\_\_

9. RELIGION: \_\_\_\_\_

10. MARITAL STATUS: MARRIED / UNMARRIED

11. NO. OF CHILDREN: \_\_\_\_\_ SON: \_\_\_\_\_ DAUGHTER \_\_\_\_\_

12. LANGUAGES:

	READ	WRITE	SPEAK
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Extra-curricular activities / Hobbies: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. ACADEMIC RECORD

EDUCATION	NAME OF INSTITUTION (For Xth / XIIth 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 1<sup>st</sup> 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 &amp; 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 : \_\_\_\_\_

<b>S.N.</b>	<b>PARTICULARS</b>	<b>AMOUNT (PER MONTH) Rs.</b>
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	<b>TOTAL</b>	
15	L.T.A.	
16	BONUS	
17	EXGRATIA	
18	P.F. CO. CONTRIBUTION	
19	E.S.I. CO. CONTRIBUTION	
20		
21		
22		
23	<b>GROSS PAY PM / CTC</b>	
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:

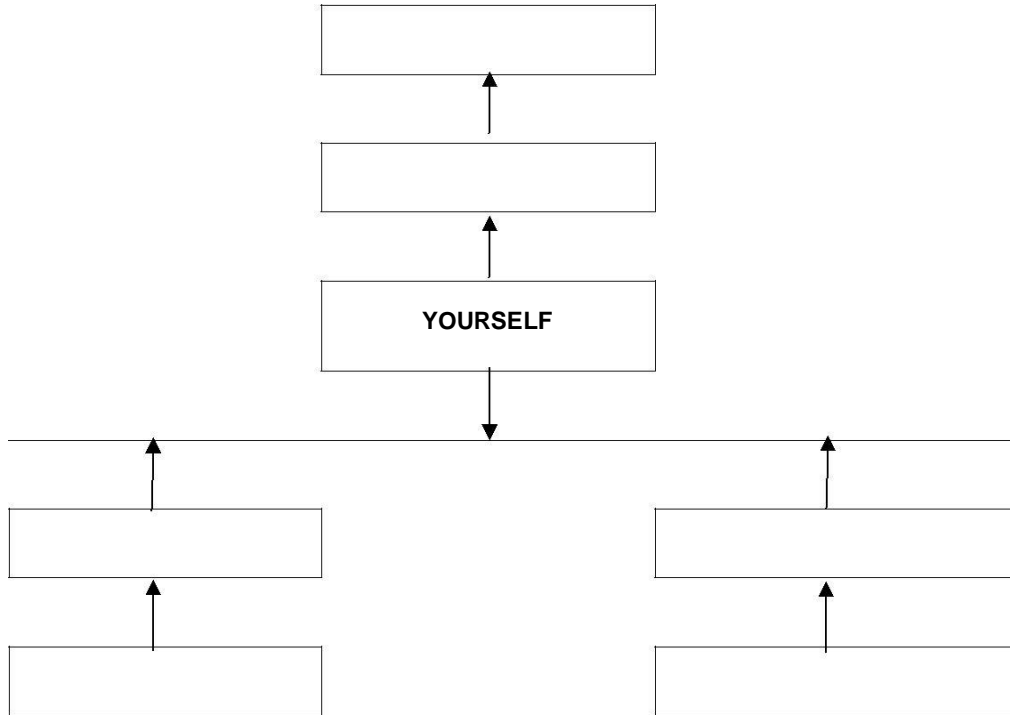
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

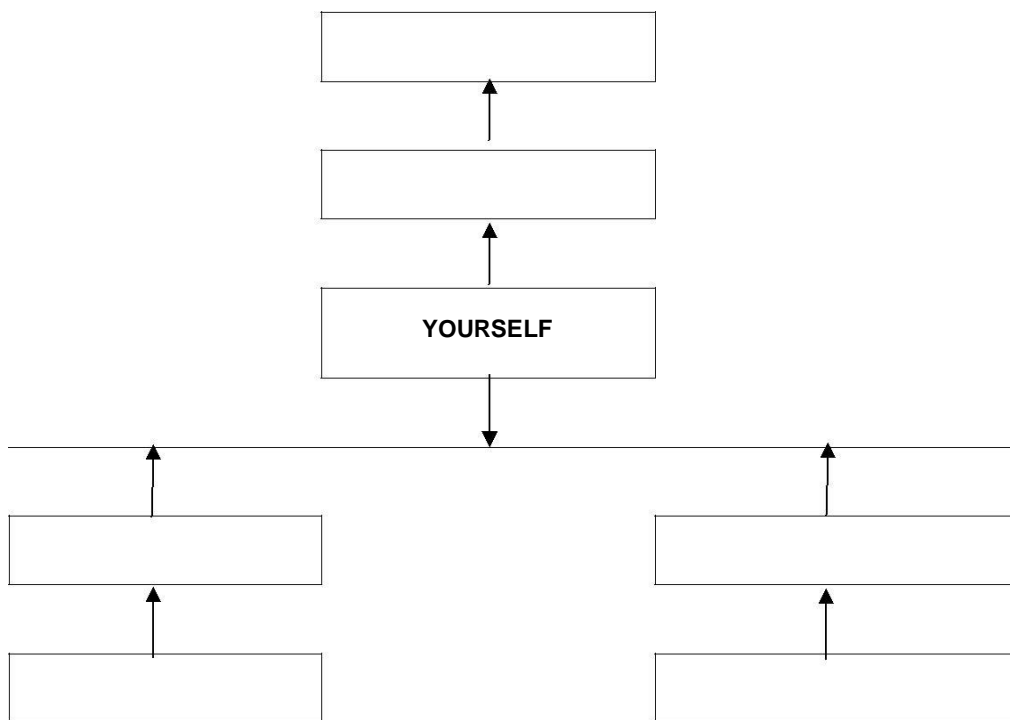
- a) Lack of job satisfaction
- b) Lack of job challenge
- c) Lack of growth opportunities
- d) For better opportunities
- e) Family considerations / convenience

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 Units?

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:  
If yes, please give details.

YES  NO

\_\_\_\_\_

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 Group Companies? 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: \_\_\_\_\_

Name of applicant \_\_\_\_\_