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**APPLICATION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref. Media of Our Ad:**  |  | **Date:** |  |  |  |
| **Post Applied for:** |  |

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| --- |
| **Personal Details** |
| **Full Name:** |       | **Native Place:** |       |
| **Date of Birth:** |    |    |      | **Age:** |    | **Place of Birth:** |       |
| **Marital Status:** | *[ ] Bachelor* *[ ]  Married* *[ ] Divorced* *[ ] Widow* *[ ]  Widower* | **Son:** |    | **Daughter:** |    |
| **🖂 Current:**  |       |
|  |       |
| **🖂 Permanent:**  | [ ]  As above  |
|  |       | **Possess Two Wheeler?** **[ ]** YES [ ] NO |
| **Contact**  | 🕿:    -      | **Mobile:**  | **E-mail:**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Father’s Name:** |       | **Occupation:** |       |
| **Mother’s Name:** |       |  |       |
| **Caste / Creed** |  | **Religion:** |       |
| **Family Members** | **Brothers:** |  | **Sisters:** |  | **Joint Family:** | [ ] YES / [ ]  NO |

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| --- |
| **Academic Record** |
| **Examination Passed** | **School / College** | **Board / University** | **Year of Passing** | **Main Subjects** | **% Marks / Class / Grade** |
| **10th.** |  |  |  |  |  |
| **12th.** |  |  |  |  |  |
| **B. Sc.** |  |  |  |  |  |
| **D. M. E.** |  |  |  |  |  |
| **B. E. Mech.** |  |  |  |  |  |
| **Other** |  |  |  |  |  |

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| **Record** *of* **Training Obtained / Special Skills Developed** |
| **Description** | **Institution** | **Duration** | **Year of passing** | **Working Exp.** | **Company** | **% Marks / Class / Grade** |
| **M. S. Office** |  |  |  |  |  |  |
| **Data Entry** |  |  |  |  |  |  |
| **Tally 9** |  |  |  |  |  |  |
| **S/H/Networking** |  |  |  |  |  |  |
| **Other courses** |  |  |  |  |  |  |

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| **Employment Record** [Present First] |
| **Name of Company** | **Designation** |  | **Nature of Work done** | **Salary -** **CTC / M Rs.** |
|  |  | **from** | **to** |  |  |
|  |  |   /   |   /   |  |  |
|  |  |   /   |   /   |  |  |
|  |  |   /   |   /   |  |  |
|  |  |   /   |   /   |  |  |
| **Expected CTC / Month: Rs.** | **Joining Period:** **[ ]** 2 [ ]  4 [ ]  6 [ ]  8 [ ]  12 Weeks |

|  |  |  |
| --- | --- | --- |
| **Proficiency In Languages** | **Hobbies**  | **Time** |
| **Language** | **Speak** | **Read** | **Write** | **Hobbies** | Music / Painting / Poetry / Dancing / / Acting / Cooking / Sky viewing / Playing Chess  |       |
| * **GUJARATI**
 | **[ ]**  | **[ ]**  | **[ ]**  |  |  |  |
| * **HINDI**
 | **[ ]**  | **[ ]**  | **[ ]**  | **Sports** | Walking / Jogging / Swimming/ Acrobatics / Cricket / Foot Ball / Volley Ball / Light exercises |       |
| * **MARATHI**
 | **[ ]**  | **[ ]**  | **[ ]**  |  |  |  |
| * **ENGLISH**
 | **[ ]**  | **[ ]**  | **[ ]**  | **Yoga** | Swadhyay / Praying / Pranayam / Meditation  |       |
|  |  |  |  |  |  |  |

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| **M O R A L I T Y B I N D I N G** |
| Respected Sir, If appointed, I wholeheartedly hereby ***agree*** */* ***not agree*** to sign a Morality Bond with the company to work, for min.3 years from the date of joining, excluding Training or Probation period in your esteemed organization. |
| **Place:**  | Ahmedabad. | **Date:**  |  |  |  | **Signature** |  |

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| --- |
| **Interview Report** |
| **Qualification** |  | **Knowledge** |  | **Skill** |  | **Training** |  | **Experience** |  |
| **N S** - Not Suitable / **P** - Poor / **B A** - Below Average / **A** – Average **/ G** – Good / **V G** - Very Good |
| **Specific Comments:** |
|  |
|  |
|  |
|  |
| **Final Assessment:** Reject / Hold / Appoint  | **From Date** |  |
| **Starting CTC / Salary:** Rs. p.m**.**  | **Designation:** | Helper / Assistant / Trainee / RG / Officer |
| **Signature:**  | **Tech. Mgr.** |  | **CEO** |  | **HR Mgr.** |  |

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| **Trainee Evaluation Report** |
| **Knowledge** |  | **Skill** |  | **Performance** |  | **Punctuality** |  | **Obedience**  |  |
| **N S** - Not Suitable / **P** - Poor / **B A** - Below Average / **A** – Average **/ G** – Good / **V G** - Very Good |
| **Specific Comments:** |
|  |
|  |
|  |
|  |
| **Final Assessment:** Permanent/ Extend probation | **From Date** |  |
| **Appraisal ( CTC/Salary):** Rs. p.m**.**  | **Designation:** | Helper / Assistant / Trainee / RG / Officer |
| **Signature:**  | **Tech. Mgr.** |  | **CEO** |  | **HR Mgr.** |  |