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**APPLICATION FORM**

|  |  |  |  |  |  |
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| **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:** | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  |  |
|  |  | / | / |  |  |
|  |  | / | / |  |  |
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| **Expected CTC / Month: Rs.** | | **Joining Period:** 2  4  6  8  12 Weeks | | | |

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| **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:** | | | | | | | | | | | | | | | | |
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| **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:** | | | | | | | | | | | | | | | | | |
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| **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.** | | |  | |