



APPLICATION FOR EMPLOYMENT

Kindly

- i. Complete the application in your own handwriting using Capital Letters.
- ii. Certificates and testimonials will be requested at the time of interview.

Name: _____

Father's Name: _____

Gender: Male / Female Date of Birth: _____

Nationality: _____ Religion: _____ Community: _____

Mailing Address: _____

Telephone (Home): _____ Work: _____

E.mail: _____ Fax: _____

Marital status: Married / Unmarried

Position applied for: _____

Where did you learn of this vacancy?

Academic Qualification

Title & Major	Name of Institution	Percentage of Marks	Month & Year of passing

Technical Qualification & Training

Give details of any specialised training received / personal development courses attended / other qualifications and skills acquired (including, computer packages, driving, tailoring, typing etc.,)

--

Note: Any academic or technical projects undertaken may be described on a separate sheet.

Languages Known

S.No.	Languages	Write	Read	Speak
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interests/Hobbies

Please describe your interests / hobbies

--

Please describe your ambition in life

--

Employment Experience

Give details of all positions held since completion of your full time education. Start with your present or most recent position and work backwards.

Dates		Name of employer, address and nature of business. Include any service with the Armed Forces	Position and duties	Salary and other benefits	Reason for leaving or wanting to leave
From	To				

Additional Information and Comments

Do you have any physical handicap or permanent / persistent health problems? Please give details.

Have you ever worked at an Aravind Institution?
Is anybody employed at Aravind known to you? Please give details.

Expected salary:

When would you be available to start work, if you were offered a position?

Please give the names and address of two persons who are in a position to comment on your professional / work ability, one from your current or last employer. Please indicate if they may be approached now by making a tick in the box.

Name: _____

Address: _____

Telephone No: _____

Position: _____

Name: _____

Address: _____

Telephone No: _____

Position: _____

Please describe your reasons for applying and provide any other information that would help in your selection. (Use separate sheet if necessary).

I confirm that the information given on this application form is correct.

Date:

Signature of applicant

Place:

For Office Use Only

Name of the candidate

Communication Address

S.No.	Date of Interview	Position Applied	Interviewed by	Remarks for Selection / Rejection

Designated as

Scale

Department

Basic Salary

Reports to

Dearness Allowance

Date of Joining

Telephone Allowance

Probation

3 Months

Conveyance Allowance

6 Months

House Rent Allowance

1 Year

Total Emoluments

Next Salary Review

Any Additional Information

Signature of Selecting Authority