



219, Verdhman Shopping Cum Mall LSC-Sector 23

Dwaraka, NEW DELHI-110077

Mobile : 011-28052579

E-Mail : info@crystalmedicalsyste.ms.com

Application for Employment

(To be filled by the candidate in his/her own handwriting)

POSITION APPLIED FOR: _____

PERSONAL DATA

| | | | |
|---|---|-------|-------|
| 1. Name in Full (Block Letters): _____ (Last) (First) (Middle) | Please Affix A Recent Passport size Photograph | | |
| 2. Date of birth _____ Age _____ Weight _____ Height _____ | | | |
| 3. Present Address: _____ Phone: Office _____ Phone Resi _____ Email ID: _____ Fax. _____ | | | |
| 4. Permanent Address: _____ _____ Phone _____ | | | |
| 5. Marital Status: _____ No. of Children: _____ | | | |
| 6. Wife's/Husband's Profession: _____ | | | |
| 7. Parent's Occupation: _____ | | | |
| 8. Brothers' / Sisters' Occupation: _____ | | | |
| 9. Did you suffer from any major illness? _____ If so, give details _____ | | | |
| 10. Any physical disability _____ of a permanent nature: _____ | | | |
| 11. Knowledge of Indian and Foreign Languages, indicate degree of proficiency (Fluent, Fair, Slight). Underline <u>mother-tongue</u> | | | |
| Language | Read | Write | Speak |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

ACADEMIC BACKGROUND:

| School/College | Year From To | Degree/Diploma Certificate | Year of Passing | Main Subjects | Grade/ % of Marks |
|----------------|-----------------|-------------------------------|--------------------|------------------|----------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

EXTRA CURRICULAR ACTIVITIES: Major leisure interest, Social, Sporting & Professional activities. Mention publication if any.

PAST EMPLOYMENT HISTORY (Use additional sheet, if required)
(Start with present job and work backwards)

| Employment Period | Name of Organisation & Nature of Business | Job Title | Responsibility | Gross Salary p.a. |
|----------------------|--|-----------|----------------|-------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

CURRENT EMPLOYMENT:

Name & address of present employer: _____

Annual sales Rs. _____ Employee strength _____ Joining date & position _____

Current position _____ Since _____ Reporting to _____

Supervising _____ (position & strength)

ORGANISATION STRUCTURE PRESENT JOB RESPONSIBILITIES

SIGNIFICANT ACHIEVEMENTS: Distinctions, Honours, Awards (Academic, Extra-curricular, Community) received curricular, Community) received

| Year | Distinction/Honour/Award |
|-------|--------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

What would you consider as your major career achievements, strengths and weaknesses?

Career Achievements

Strengths

Weaknesses

CAREER:

Outline briefly, in not more than 50 words, your reasons for applying to our organisation and choice of career

GENERAL INFORMATION:

- Are you related to any present/previous employee of the company? Yes / No _____
Relationship _____ Position _____
- Who referred you to this Company? _____
- Have you ever applied to this Company before? _____
If yes, indicate year and position _____
- Notice required for interview _____
- Notice period prior to joining _____

REFERENCES:

Please provide two references. (Do not include relatives)

| | Name | Title/Occupation | Mailing Address | Tel. Nos. | | Years Known |
|----|-------|------------------|-----------------|-----------|-------|-------------|
| | | | | Off. | Resi. | |
| 1. | _____ | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ | _____ |

| Details of Current Emoluments | | | |
|-------------------------------|----------------------------------|--------------------------|---------------------------|
| PARTICULARS | | EMOLUMENTS | |
| | | Present (Rs. / month) | Expected (Rs. / month) |
| 1. | Basic Salary | | |
| 2. | DA/Other Allowance | | |
| 3. | * Conveyance Allowance | | |
| 4. | Medical (Specify monthly) | | |
| 5. | LTA (Specify monthly) | | |
| 6. | Provident Fund (Specify monthly) | | |
| 7. | Gratuity | | |
| 8. | Superannuation | | |
| 9. | Bonus | | |
| 10. | ** HRA | | |
| 11. | Others -(if any, specify) | | |
| | a) | | |
| | b) | | |
| | c) | | |
| | Total per month | | |
| | Total per year | | |

Name: _____

Signature: _____

* Conveyance facility if any (Give details of maintenance, fuel, etc. and total cost to the company per month)

** Housing facility if any (Give details of rent, furnished/unfurnished and total cost to the company per month)

Please attach copies of the following documents:

1. Letter of appointment of your current Job
2. A copy of current payslip

DECLARATION:

All the information provided by me in this application is correct and I have not knowingly omitted any related information that would have a bearing on my employment with you.

Date: _____ Place: _____ Signature: _____