APPLICATION FOR EMPLOYMENT

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Position applied for) | | | | | | | | | Affix Photograph (Passport Size) | | | |
| Name (in capital)  (Surname) |  | | | | | (First Name) | | | | (Middle Name) | |  |
| Father's/Husband's Name (in capital) | | | | | | | | | | | | |
| Present Address: | | | | Permanent Address: | | | | | | | | |
| Contact Nos:  Residential:  Off:  E-mail:  Date of Birth:  Age: | | Marital Status :  Children :  Physical Disability (if any): | | | | | | Mother Tongue  Languages known  Speak-  Write - | | | | |
| Academic Qualification | | | | | | | | | | | | |
| School/College/University/Institute | | | Year | | | | Certificate/  degree | | | | Grade/  %age | |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| Short Terms Course (give details) | | | | | | | | | | | | |
| Specialized Training/Apprenticeship if any? (give details) | | | | | | | | | | | | |
| Family Back Ground (Father, Mother, Brother/Sister, Wife/Husband, Children etc.) | | | | | | | | | | | | |
| Sl. No. Relationship Occupation | | | | | Sl. No. Relationship Occupation | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Present Employment | | | | | | |
| Employer’s name, address & nature of business | | Date on joining:  Salary on joining:  Position(s) held with period | | Job Description : | | |
| Your Reporting Officer | No. of persons reports to you | Can we ask about your working from your previous/present employer? Yes/No, If no, reasons thereof? | | Total Emoluments (per month)  (Excluding retirement benefits)  Present Expected | | |
| Can you deposit your last salary drawn slip? if no, why? | | Basic:  CCA:  HRA  Conv.:  Medical:  Bonus:  Other, if any:  Total: |  |  |
| Notice period | Reason of change |
| Achievement if any, made by you in your previous/present assignment: | |
| Are you ready to furnish guarantee of two govt. employee working/retired/reputed person? | | | Are you ready to use your own laptop & mobile handset for official use if company provide you sim/data card? | | | |
| Can you drive vehicle & have license for the same?  (Tick) 2 wheeler /4 wheeler. | | | Do you have your own vehicle, if yes, give details. | | | |
| Are you a member of any professional association, club etc.? (If yes, give details) | | | Have you been prosecuted in a Court of Law (If yes, give details) | | | |
| Have you ever worked in any company dealing with LPG/Auto LPG? Yes/No (If yes, give details)  If the reply of the above is no, then you will require training for one month, in case you are selected in the company. During this period, you will be paid stipend @ 50% of the salary amount on the agreed CTC during last round of the interview and thereafter your services will be on trial for three months. Candidate is free to review his duties and responsibilities with reporting and other terms.  I agree/disagree ( tick √ )    During trial period, if services quitting by you prematurely, are you agree to accept the company's term to refund 50% of the salary paid to you during this period?  I agree/disagree ( tick √ )  If there is any further information which you think helpful in considering your application.  Mere submission of application does not entitle the applicant for employment. It shall be sole discretion of the Company to select or reject any applicant for employment. | | | | | | |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer's Name, Address & Nature of Business | Position held | Period  From To | Nature of duties | Reason for Leaving the Job | Total emoluments per Month (Excluding retirement Benefits)  Starting Leaving |
|  |  |  |  |  |  |

I hereby confirm that all above informations are true, complete and correct to the best of my knowledge and belief. If any misrepresentation or concealment made in this form will renders me liable for termination or dismissal from service and disciplinary action as per rules of the company.

Date…………………………. Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of candidate:

**For office use only**

|  |  |  |
| --- | --- | --- |
| Date of Interview: | Interviewer name: | |
| Date of receipt of application and sending questionnaire: | Date of receipt of Questionnaire: | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | General knowledge/ website like KBC | Sl. No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Total Marks | Remarks | | Marks | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |  |  | | Obtained |  |  |  |  |  |  |  |  |  |  |  |  |  | | Abbreviation  1 to 3  website questions | Sl. No. | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  |  | | Marks | 1 | 1 | 1 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |  |  | | obtained |  |  |  |  |  |  |  |  |  |  |  |  |  | | website questions | Sl. No. | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |  |  |  |  | | Marks | 4 | 4 | 4 | 4 | 4 | 7 | 7 | 7 | 2 |  |  |  |  | | obtained |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |
| Candidates Strong points: | Candidates Weak points: | |
| Special Remarks if any: | Date of joining: | **Total marks obtained not less than 60 out of 100:** |
| Last Salary drawn: | Package (CTC) offered with grounds: | |

Date:…………………….

Signature \_\_\_\_\_\_\_\_\_\_\_

Manager Administration

Competent Authority

In case of finalization of salary & other terms, allowed second time to fill questionnaire with the conditions to obtain more than 90 out of 100.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General knowledge/ website like KBC | Sl. No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Total Marks | Remarks |
| Marks | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |  |  |
| Obtained |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Abbreviation  1 to 3  website questions | Sl. No. | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  |  |
| Marks | 1 | 1 | 1 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |  |  |
| obtained |  |  |  |  |  |  |  |  |  |  |  |  |  |
| website questions | Sl. No. | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |  |  |  |  |
| Marks | 4 | 4 | 4 | 4 | 4 | 7 | 7 | 7 | 2 |  |  |  |  |
| obtained |  |  |  |  |  |  |  |  |  |  |  |  |  |