

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:		
<u>Contact Nos:</u> Residential: Off: E-mail: Date of Birth: Age:		Marital Status : Children : Physical Disability (if any):		Mother Tongue <u>Languages known</u> 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:	<u>Job Description :</u>		
		Salary on joining:			
		Position(s) held with period			
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	
Notice period	Reason of change-		Basic:		
			CCA:		
			HRA		
Achievement if any, made by you in your previous/present assignment:		Can you deposit your last salary drawn slip? if no, why?	Conv.:		
			Medical:		
			Bonus:		
			Other, if any:		
			Total:		
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		Nature of duties	Reason for Leaving the Job	Total emoluments per Month (Excluding retirement Benefits)	
		From	To			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	4	5	6	7	8	9	10	11	Total Marks	Remarks
	Marks	1	1	1	1	1	1	1	1	1	1	1		
	obtained													
website questions	Sl. No.	9	10	11	12	13	14	15	16	17	18	19	Total Marks	Remarks
	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.

[illegible]