

**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 -	
<b>Academic Qualification</b>					
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	
Notice period	Reason of change-			Basic:	
Achievement if any, made by you in your previous/present assignment:		Can you deposit your last salary drawn slip? if no, why?		CCA:	
				HRA	
				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? If yes, then your original qualification documents shall remain deposited with the company as a guarantee/security during the training and trial period. Upon successful completion of the training and trial period, the said original documents shall be returned to you by the company.					
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:

