



**APPLICATION FOR EMPLOYMENT**

*1. PLEASE FILL UP THE FOLLOWING BLANKS IN* ***BLOCK LETTERS***

*2. PLEASE MARK* ***NA*** *AGAINST COLUMNS WHICH ARE NOT APPLICABLE TO YOU*

Please affix the recent passport Size photo

Post Applied for

Reference No.of post applied(As per Advertisement)

Date of Written Exam

**PERSONAL DATA**

1. Name (in Block Letters)…………..…………………………………….….

2. Name & Occupation of Father/Husband ..…………………………………….……………..

3. Address for Communication …………………………………………………….

…………………………………………………….

………………………Pin ………………………..

Mobile No: ………………………………...……..

Alternate Number : ………………………………

4. Permanent Address …………………………………………………….

…………………………………………………….

………………………Pin………………………...

5. Email ID …………………………………………………….

6. Date of Birth(DD/MM/YYYY) \_ \_ / \_ \_/ \_ \_ \_ \_Mother Tongue……………………………

7. State of Domicile ……………………………..Nationality …………………….……………

8. Religion…………………………………… Aadhar Number …………………….……………

9. Sex: Male/Female … …………………….… Marital Status …………………….……………

8. Languages Known 1……..………………… 2……………….…… 3……………………..……

10. Do you belong to SC/ST/OBC/Ex-Serviceman/PH(Yes/ No)

Category …………………………………………………Whether proof attached (Y/N).…..

11. Do you have any relative working with HLL Lifecare limited? (Yes/No)

If yes, Please give details ……………………………………………………………………..

12. Have you ever been arrested/convicted by any court/ any vigilance case pending (Yes/No)

13. Notice Period (in Days)……………….…. Willingness to work anywhere in India (Yes/ No)

14. **Educational Qualification** (Additional sheets can be used if needed)-***Please attach copies***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Qualification (With Specialization)** | **Name of university/ College/ School** | **Percentage** | **Year of Completion** | **Full time/ Part time/ Distance** |
| **10th** |  |  |  |  |  |
| **12th** |  |  |  |  |  |
| **Graduation** |  |  |  |  |  |
| **PG** |  |  |  |  |  |
| **Others** |  |  |  |  |  |

15. **Previous Experience-*Please attach copies of Experience& Relieving Letter, latest Salary Slip.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Employer’s Name & Address** | **Current Designation** | **Period**(in **DD/MM/YYYY**form) | | | **Gross Salary with Salary Scale, if any** |
| **Joined on** | **Left on** | **Total Exp.** |
| **Latest Exp** |  |  | \_ \_ / \_ \_/ \_ \_ \_ \_ | \_ \_ / \_ \_/ \_ \_ \_ \_ |  |  |
| **Exp 2** |  |  | \_ \_ / \_ \_/ \_ \_ \_ \_ | \_ \_ / \_ \_/ \_ \_ \_ \_ |  |  |
| **Exp 3** |  |  | \_ \_ / \_ \_/ \_ \_ \_ \_ | \_ \_ / \_ \_/ \_ \_ \_ \_ |  |  |
| **Exp 4** |  |  | \_ \_ / \_ \_/ \_ \_ \_ \_ | \_ \_ / \_ \_/ \_ \_ \_ \_ |  |  |
| **Exp 5** |  |  | \_ \_ / \_ \_/ \_ \_ \_ \_ | \_ \_ / \_ \_/ \_ \_ \_ \_ |  |  |
| **Exp 6** |  |  | \_ \_ / \_ \_/ \_ \_ \_ \_ | \_ \_ / \_ \_/ \_ \_ \_ \_ |  |  |

1. **Check List :*(Please attach the documents as per the below order)***
   1. ***Duly filled application form (With reference number), Updated Biodata / CV***
   2. ***Education certificates : 10th Standard, 12th standard, Graduation, PG***
   3. ***Experience Certificates :All Experience & Relieving Certificates, Latest Salary slip***
   4. ***Creamy Layer/ Community / Physical Disability Certificate (Latest within 6 Months)***
   5. ***Proof of Date of Birth, Copy of Aadhar Card/ Election ID***
   6. ***Other relevant certificates (Diploma’s, Trainings, Achievements etc.)***
2. **Details of 2 References (*for Assistant Manager and Above only*)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Name of Person*** | ***Employment Status & Designation*** | ***Relationship with the person (in Yrs)*** | ***Contact number*** | ***e-mail address*** |
| ***Reference-1*** |  |  |  |  |  |
| ***Reference-2*** |  |  |  |  |  |

I hereby declare that the information furnished above is true to the best of my knowledgeand belief and I fully understand that if any information given above is found false, myservices are liable to be terminated at any time without any notice by the Management.

**Date :**

**Place : Name & Signature**