

## APPLICATION FORM

**CANDIDATE CATEGORY:**      FRESHER (   )      LATERAL (   )      REHIRE (   )  
(Please tick (√) the relevant category)

**POSITION APPLIED FOR:**

Date:

**PERSONAL DETAILS**

Name: (in block letters)		
FIRST	MIDDLE	SURNAME
Present Address:		Permanent Address:
Gender:		
Date of Birth:		Blood Group:
Tel. No. (Res):		Age:
Mobile No:		Tel. No.(Off):
E-mail ID:		
Marital Status:		
Nationality:		
Passport No. and Validity:		

(Please tick (√) wherever applicable)

Language	Can Speak	Can Read	Can Write
1.			
2.			
3.			
4.			

**PERSONAL DETAILS**

Relation	Name	Age	Education	Employment
Father				
Mother				
Spouse				
Children				
Sibling				

**ACADEMIC QUALIFICATIONS / TRAINING RECEIVED**

Education	Name of the Qualification Awarded	Year (mm/yyyy)		School / College / University	Subject / Specialization	% or CGPA (Rank if any)
		From	To			
X Std						
XII Std						
Graduation UG / Diploma (both if applicable)						
Post – Graduation						
Others						

SIGNIFICANT ACHIEVEMENTS:

EXTRA CURRICULAR ACTIVITIES:

TRAINING &amp; SPECIAL COURSES ATTENDED DURING PROFESSIONAL CAREER:

PROFESSIONAL MEMBERSHIP:

Name & Address of Professional Institutions / Social Organizations	Grade of Membership	Level of involvement

**WORK EXPERIENCE**

Duration		Organization	Designation	Gross Salary P.A (*)	Reason for Leaving
From	To				
(*) Please attach details of your <b>current compensation</b> package in the format given.					

What prompted you to apply to our company and what is your career vision?

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Significant contribution made in your existing job so far:

<p>Please draw below the organization chart of your present Company, clearly indicating your level and direct reports:</p>	<p>Please give us a detailed description of your current job responsibilities:</p>
<p>Notice Period required to Join:</p>	<p>Salary Expected:</p>

Details of any Director positions held in any company (including any family business):

**MISCELLANEOUS**

(Please tick (√) wherever applicable)

How did you come to know of opportunity in Megawin? Was it through following?

Print Media Advertisement ( )      Employee Referral ( )      Company Website ( )

Others (Please Specify):

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Any Location Constraints (Please describe):

**REFERENCES**

Give Name, Designation & Address of last two employers / Superiors with whom you have worked.

1.	2.
Phone No: Mobile No: E-mail:	Phone No: Mobile No: E-mail:
Are you related to or you know anyone in our Company? (If yes, please state Name, Dept. & Relationship)	Have you been interviewed by us before? (If yes, for what position and when)

I hereby certify that all the information provided above is true and correct to the best of my knowledge. Any false or misleading information provided on this form or any other document may result in the employment being terminated.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

**FOR OFFICE USE**

Interviewed on: \_\_\_\_\_

Comments:    Recommended ( )    Not Recommended ( )    To be consider Later ( )

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Post for which the candidate is being considered:  
Date:

**HRD**

**PRESIDENT**

**MD / JMD**