

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: _____ **FUNCTIONAL AREA** _____

PERSONAL DETAILS:

Name (in full): _____

Date of Birth*: _____ Age: _____ Nationality: _____

Marital Status: Single Married

Father's / Husband's Name: _____ Occupation: _____

Is there any of your relatives working with Torsa Machines Limited; Yes No

(If yes, please specify) Name: _____ Designation: _____ Relation: _____

Have you earlier served in this Company? Yes No

(If yes, give period of service and designation : _____

ADDRESS FOR COMMUNICATION

Present	Permanent
Tel No.: Residence Mobile:	Tel No.: Residence Mobile:
City : Pin :	City : Pin :
State	State
Email ID :	

LANGUAGES KNOWN:

	Language	Read Write & Speak	Speak only	Read Only
1				
2				
3				

ACADEMIC & PROFESSIONAL QUALIFICATIONS:

Name of School / College University	Degree / Diploma	Year of Passing	Duration of Course	Specialization	Division / Class	% Marks

ACHIEVEMENTS (IF ANY):

CAREER OBJECTIVE:

PROFESSIONAL MEMBERSHIP / s

Sr. No.	Name of the Organization / Association	Duration	Remarks

EXPERIENCE DETAILS (Begin with the Current Job)

Employer	Designation	From (date)	To (date)	Gross Salary (Cost-to-Company)	Reason for Leaving

KEY RESPONSIBILITIES HANDLED: (In past two jobs including the present job.)

REFERENCES:

Sr. No	Name	Contact No.	Relationship
1.			
2.			

PRESENT REMUNERATION DETAILS : CTC Rs. _____

TAKE HOME SALARY Rs. _____

SALARY EXPECTATION (GROSS PER ANNUM) Rs. _____

DECLARATION BY THE APPLICANT

I hereby declare that the information given herein is true to the best of my knowledge and belief and in case of suppression or incorrectness of information furnished, my services are liable to be terminated.

Place: _____ Signature: _____ Date: _____