

Personal Information Form

PHOTO

Personal Details

Self-Information

Current Organization		Date of Joining (DD-MM-YY)	
Title (Ms. ,Mr., Dr.)		Date of Birth (DD-MM-YY)	
First Name		Gender	
Middle Name		Blood Group	
LastName		Marital Status	
Father's Name		Mother's Name	
Date of Marriage		Hometown	
Email ID (Official)		Email ID (personal)	
Mobile (official)		Mobile (Personal)	
Linkedin (URL/Handle)		Twitter (URL/Handle)	
Facebook (URL/Handle)		Skype ID	
Previously involved in Civil (Personal) Cases (Yes/No)		Previously involved in Criminal (Personal) Cases (Yes/No)	
Currently involved in Civil (Personal) Cases (Yes/No)		Currently involved in Criminal (Personal) Cases (Yes/No)	

Identification Details

(For each column (PAN, VAN etc, please fill in details as indicated on the document.)

Details	PAN	Passport	Driving License	Aadhar	Voter ID	UAN (for PF)
Document Number						
Holder's Name on Document						
Issue Date (DD-MM-YY)						
Expiry Date (DD-MM-YY)						
Country of Issue						
State of Issue						
City of Issue						
Copy of Document (PDF/JPEG)						

Personal Information

Contact Details

Residence Details

Current / Local Address		Permanent Address	
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
Landmark		Landmark	
City		City	
State		State	
Country		Country	
Pin Code		Pin Code	
Contact Number		Contact Number	

Qualification Details

Qualification	Degree & Specialisation	Institute/Board/University	Year Of Passing	Certificate Number	% /CGPA	Copy Of Document (PDF/JPEG)
Post Graduation						
Graduation						
Class XII						
Class X						
Others						

Language Details

Sr. No.	Language	Proficiency (Beginner/Moderate/Expert)	Read (please indicate Y/N)	Write (please indicate Y/N)	Speak (please indicate Y/N)

Experience Details

Career Progression

(Chronologically starting with Organisation you last served in and its BUs | In the absence of Relieving Letter / Acceptance of Resignation, please attach a scanned copy of your resignation letter)

Sr. No.	Name Of Organisation	Major Responsibilities Handled	From (DD/MM/YY)	To (DD/MM/YY)	Designation	CTC Fixed /Var (INR Lacs pa)	Reporting Manager	Relieving Letter (PDF/JPEG)

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Sr. No.	Particulars	Details
1	Annual Current CTC	
2	Annual Expected CTC	
3	Joining Time Required	

References

Sr. No.	Refree Name	Current Organisation	Current Designation	Mobile	Email	Your Relationship (How do you know the individual)

Additional Activities and Involvements

(NGOs, Family Business /Own Business / Partnerships, Directorship, Political Association, Multi-Level Marketing, Freelance Assignments etc.)

Sr. No.	Name of Organisation / Set-up	Period of Association	Role/Designation	Consideration (Remunirative/Non)	Nature Of Business