

# UNIQCORE CONSTRUCTIONS INDIA PVT LIMITED

## APPLICATION FOR EMPLOYMENT

Type of work desired		If selected, joining time required		Reference		
Name in full (in capitals)						
Father's / Husband's Name						
Present Address		Permanent Address		Contact Numbers		
				Res		
				Mobile		
				Office		
				E-mail		
Have you ever sought employment with this Company? If so, when? Give details						
<b>PERSONAL DETAILS</b>						
Age	Date of Birth			Place of Birth		Paste Here Recent Passport Size Photograph
	Day	Month	Year			
Citizenship		Sex		Height (cms)	Weight (Kg)	
		Male		Female		
Mother Tongue		Passport No.		Blood Group		
Are you suffering from any disability or contagious illness? If yes, give details.						
Marital Status (state Single or Married)						
If Married, state	Date of Marriage					
	Is your wife / husband employed					
	Her / his monthly salary (Rs)					
	Details of dependent children					
	Sons	Nos.		Age (Years)		
	Daughters	Nos.		Age (Years)		
	Details of parents and family members :					
Name		Relationship		Age	Profession	
Family Background						
Brothers	Nos.		Age (Years)			
Sisters	Nos.		Age (Years)			

EDUCATIONAL / PROFESSIONAL QUALIFICATION					
Qualifying Exam	Year of Passing	Name of the School / College or Institution	Medium of Instruction	Class/Division / % of Marks obtained	Subject of Study

Languages known (specify Yes / No)			
Language	Speak	Read	Write

Membership of Professional Organisation / Association, if any		
S/N	Name of Organisation	Membership No.

Extra curricular activities

<b>WORK EXPERIENCE (START WITH PRESENT EMPLOYMENT)</b>						
Period of Service		Designation, Name and Address of the Organisation	Brief Description of job, functions and responsibilities (please attach separate sheet if necessary)	Total Salary		Reason for Leaving
From	To			Start	Last Drawn	
Record below industries, equipment or operation which you are familiar and / or specialised (please attach separate sheet, if necessary)						
Specify area in which you consider yourself most proficient? (please attach separate sheet, if necessary)						
<b>Reference:</b> (Give names of employer and others who you know well)						
S/N	Name	Address & Phone Number		Occupation	How long you are known to him	
1						
2						
Have you ever been a member of any trade union / political party / organisation? If so, please furnish details.						

Have you ever been convicted by a Court of Law for an offence? If so, please furnish details.		
Specify acquaintances connected with the company and its group companies		
S/N	Name	Relationship, if any
1		
2		
3		

<b>SALARY DETAILS</b>			
Item	Present Remuneration *	Recommended Remarks (for official use)	Remarks (For Official Use)
<b>(A) MONTHLY BENEFITS</b>			
Basic			Personnel Department
DA			Ref. by:
HRA			
Conveyance			Designation
			Gross salary per month:
Monthly Salary			
ANNUAL BENEFITS			
<b>(B) ANNUAL BENEFITS</b> (Calculated per month)			
			G.M. / V.P.
Gross Salary per month (Cost to the Company) (A+B)			President / Director
Expected Gross Salary per month			
* Please enclose latest salary slip	P.F. Account No.		
I declare that the information / particulars hereinabove furnished by me are true and correct, to the best of my knowledge and belief and it conceals no material fact. I further declare that any errors or suppression of facts in respect of matters stated above shall make me liable for dismissal from service.			
Date	Place	Signature	

APPRAISAL FOR THE CANDIDATE				
Observation	Head of the department	AGM / DGM	GM	Director / CEO
Personality				
Communication Skill				
Job Knowledge Rating :- A – Excellent, B – Good, C – Satisfactory, D - Poor	A B C D	A B C D	A B C D	A B C D
Specific Achievements				
General Observation				
Relevance of Past Experience to Job.				
Whether the candidate satisfies Job requirement in full.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Recommendation Selected / Not Selected				
If Selected Proposed Designation.				
Signature Of the Appraiser				
Name of the Appraiser				
Date :				