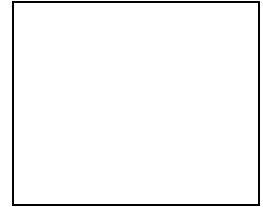




Jubilant Life Sciences Ltd



APPLICATION FOR EMPLOYMENT

Position Applied for : _____

Name (in Block letters) _____
(First name) (Middle name) (Last name)

Present address: _____
_____ Pin code _____

Tel No.(R) _____ Mobile _____ Email ID _____

Permanent address: _____
_____ Pin code _____ Tel no _____

Date of Birth _____ Age _____ Sex _____ Marital Status _____

Father's/ Husband's name _____ Occupation _____ Blood group _____

Do you have a relative in the organization ?If yes, mention name, designation and relationship with employee _____

Languages known:

Language	Speak	Read	Write
English			
Hindi			
(Mother tongue)			

Details of family members

Name	Date of birth	Relationship	Occupation

Academic Record: (in reverse chronological order)

Examination passed	Board/University Institution	Year		Specialization	Division	% Age
		From	To			

Job related Training / Courses attended

Name of the course	Duration	Year	Institute / Organisation	Certificate awarded (Yes/ No)

Employment details: (in reverse chronological order)

Name of the Organisation	Position	Duration			Reporting (name & designation)	Annual CTC	Reason for leaving
		From	To	Tenure			

Draw the Organisation structure of the Company where you are presently employed indicating two levels above & one level your position, encircling your position.

Significant Achievements:

Mention some of the major contributions made by you in your present & previous jobs:

Computer skills :

Present Emoluments

Salary Components	Amount (per month)
A Monthly salary	
Basic salary	
House Rent Allowance	
Conveyance Allowance	
Vehicle Maint (any other common) Allowance	
Any other (please specify)	
1.	
2.	
3.	
Sub Total	
B. Annual Benefits	
Leave Travel Assistance	
Medical Reimbursement	
Any other (please specify)	
1.	
2.	
Sub Total	
C Retirement benefits	
Provident Fund	
Superannuation	
Gratuity	
Any other	
Sub Total	
D Other Benefits	
Hospitalization/ mediclaim premium	
Personal accident insurance premium	
Hard furnishing	
Credit Card	
Variable Pay (Incentive) Min and max.	
Sub total	
Cost of company (monthly)	
Cost to Company (yearly)	

You have applied to us through :
1 Placement Consultant
2 Advertisement
3 Job Site
4 Employee Referral Scheme
5 Other, please specify

If selected, when can you join? _____

Mention names of three persons (Not related to you) to whom references can be made. Essentially people to whom you have had professional association

Name	Occupation	Address & contact no.

Declaration:

I hereby declare that the information provided by me in this application is true to best of my knowledge. I am aware that any omission, falsification and misrepresentation above will disqualify me for employment. If I am hired, it will be grounds for termination at a later date.

Signature ; _____ Date : _____ Place _____

For Office use only

Interview notes/Remarks

Appointment details (to be filled by HR)

Position details : New / Replacement

Manpower requisition no.

Date of Joining

Designation

Department/Division

Location

Level

CTC

Any other : _____