

# S U P R E M E COATED BOARDS Private Limited.,

Mill No. 326 - 330 Vembakottai - 626 131.

APP.NO:



## APPLICATION FOR EMPLOYMENT

Advertisement in / Referred By : .....

Post Applied for : .....

Present Salary : .....

Expected Salary : .....

### I. Personal Data :

1. Name (in Block Letters) Mr./Miss./Mrs. ....

Sex ..... Nationality ..... Caste .....

District ..... State ..... Pin Code .....

2. Father's / Husband Name .....

Occupation .....

Mother's Name .....

3. Address :

(a) Permanent .....

..... Pin Code .....

(b) Present .....

..... Pin Code .....

(c) Telephone : Mobile ..... Res .....

(d) E-Mail : .....

(e) Contact Address ( including Telephone number, if any, in case of Emergency .....

..... Pin Code .....

4. Date of birth ..... Age ..... Place of birth .....

5. Marital Status : Married  Un Married  No.of Children .....

6. Particulars of physique : Height ..... Cms Weight ..... Kgs.

Eye sight ..... Blood Group : .....

7. Do you have any physical disability ? If so , give details .....

.....

## II. Academic Qualifications :

Qualification	Institution / University	Year of Passing	Class / Divn. Obtained	Percentage Obtained

- ❖ Please specify clearly whether Mech/Elec./Civil/Technicians/Other discipline.
- ❖ Please give particulars of other relevant academic and / or professional qualification, distinction, honors etc.,

## III. Family Particulars

## IV. Language Known (Mother Tongue first)

Language				Read	Write	Speak
S.No	Name of the Family members	Date of Birth/ Age	Relationship			

## V. Training (In plant / Summer)

Name of the Company / Institution	Duration	Nature of Training Certificates awarded

**VI. (a) Employment Resume**

(Starting from present employment right back to date of leaving college/University)  
 (If space is inadequate, please furnish the details on a separate sheet)

Employer's Name & Address	Designation	Period		Monthly Gross Salary	Annual CTC	Reason for Leaving
		From	To			
1.						
2.						
3.						
	Total Experience	Yrs..... Month.....				

**(b) Details of Compensation**

Please furnish details of current emoluments, perquisites, etc., you receive from your Previous employer

**Monthly**

**Rs.**

1. Basic
2. D.A
3. H.R.A
4. Others
- 5.
- 6.
- 7.

Total \_\_\_\_\_  
 \_\_\_\_\_

**Additional Information, if any**

**VII. Additional Information**

- a) Have you previously applied for any Post in this Organization ? Yes  No
- b) Do you have any relative(s) employed In this company? Yes  No   
 If yes, indicate his/her name, Designation Below:  
 Name : .....  
 Designation: .....
- c) Do you have E.S.I and P.F Card ? Yes  No   
 Mention that below  
 E.S.I No. ....  
 P.F No. ....
- d) If selected, how much time do you require to join the company?
- e) Passport No. .... PAN Card No. ....

**VIII. References**

Please give the name & address of 2 persons (Other than relatives)

Name	Occupation	Address & Contact Number
1.		
2.		

**IX. Declaration**

I hereby declare that the particulars furnished by me herein above, are to the best of my knowledge and belief, true and correct. I agree that any appointment to be offered against this application shall be conditional subject to the authenticity of the information provided by me, and on submission of my qualification and experience certificate of the institution and satisfactory reference and also if any information given by me is proved to be incorrect / false, the appointment would be revoked / withdrawn without any further consideration.

**Date** :

**Place** :

*Signature*

**For Human Resource Development use.**

Interviewed By : .....

Interview Remarks : Appointed  Pending  Rejected

Employee Code : .....

Name of the Employee : .....

Appointed for the post of : .....

Department : .....

Appointed On : .....

Salary (Net Amount) : .....

**Pay Structure :** **Rs.**

Basic	E.S.I (1.75%)	<input type="checkbox"/>
H.R.A	P.F (12 %)	<input type="checkbox"/>
D.A		
Allowance		

Total \_\_\_\_\_  
\_\_\_\_\_

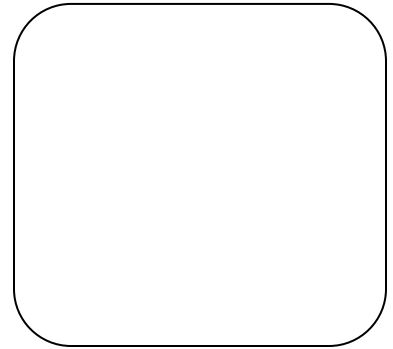
**Supporting Documents Submitted :**

Qualification Certificates (Photocopy)

Ration Card (Photocopy)

Voter ID (Photocopy)

Experience Certificates with payslip



***D.E.O***                      ***HR Manager***                      ***Department Head***                      ***Director/E.D***