



Job Application Form

Post applied for (In Block Letters):		Please paste your photograph here
Personal Details		
Name (In Block Letters): _____	Telephone: _____	
Correspondence Address: _____	Mobile: _____	
	E-mail: _____	
Permanent Address: _____		
Date of Birth:	Marital Status:	
Religion:	Place of Origin:	
Height (feet, inches):	Weight(kg):	

Education				
Examinations/Degree:	University:	Year:	Division:	Marks in English:

Work Experience (Last Employment)	
Grade/level (Manager/Executive etc.):	Organisation:
Date Started:	Date End:
Salary:	Designation:
Main Duties and Responsibilities: 	
Reason For Leaving:	

Previous Employment Record					
Organisation (Name & address):	Period of Service		Monthly Salary:	Designation:	Reason for leaving:
	Date Started:	Date End:			



Your Skills		
Are you familiar with computers?	Yes	No
If yes, then please give details of course done, work experience, etc		
Typing Speed on Computer	English: (wpm)	Hindi: (wpm)
Any other talent, skill or knowledge that you have acquired, which you believe would add to your application?		

Details of Family Members:			
Your Father's:	Name:		
	His occupation and last designation:		
	Full name and address of Employer:		
Your Husband's/ Wife's:	Name:		
	His/Her occupation and last designation:		
	Full name and address of Employer:		
Children			
Name:	Age:	Occupation:	
Brothers/Sisters			
Name:	Age:	Occupation:	
Dependants: (Excluding wife and children)			
Name:	Relationship:	Address where working:	Occupation & monthly income:
Source and amount of any other income:			



Supporting Information:	
Please explain the reasons why you are interested in working with Eastern Book Company:	
Salary Expected (Specify Amount):	
What are your personal ambitions? Please state in a few lines:	

Other Details:		
What serious illness have you had, if any and when:		
Are you presently taking medicines for any illness/disease, give details:		
Do you Smoke? If yes how many cigarettes a day:		
Competitive exams you are now preparing for or have appeared in with expected dates of result:		
How many days notice would you require to join:		
Do you possess a conveyance for attending office? Specify, if so:		
Have you been interviewed by us before?	Yes	No
If you have been involved in any Courts Proceedings, give particulars:		

Please give below names and full addresses with telephone numbers of two prominent people who you know well

References (Professional/Work Related)	
Name: _____ Address: _____ _____	Name: _____ Address: _____ _____
Contact No.: _____	Contact No.: _____
Relationship: _____	Relationship: _____

Date: _____

Signature: _____



Instructions for filling job application form

1. Fill in all the columns in the job application form. Complete and detailed replies will help in your being selected
2. Write 'N.A.' against items that are not applicable
3. Fill in your academic, technical or professional qualifications High School onwards. Specify marks obtained in English language or literature separately. Also mention any course of study you are presently pursuing or intend to pursue.
4. Fill in your past employment record with details of your first employment at the top followed by subsequent employment details and total salary/emoluments received. Specify perks if not included.
5. Specify clearly the amount against salary expected.
6. Sign the declaration below.

Declaration

I hereby declare that all the statements made in my application and the attached job application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage, my application is liable to be rejected and if already appointed, my services are liable to be terminated without notice.

Date:

Signature:

Place:

For office use only

Called for Interview on:	Date:	Time:
Final Selection on:	Date:	Time:

Candidate Details

Age:	Total Years of Experience:
Career gap if any:	Last post held:
Last / Present Organisation:	Last Drawn Salary (in hand)::
Present location:	Resident City:

Interviewers Remarks

Applicants Strengths:	
Applicants Weaknesses:	
Comments:	
Details of post/scale offered:	
Date of Joining:	Reporting Manager: