

# Application for Employment

Post Applied For \_\_\_\_\_ Date: \_\_\_\_\_

## 1-Presonal/Family Information

Note: 1. Please fill up this application in your own handwriting

2. Please attach copies of certificates/testimonials in support of all the information Provided. Including a detailed break-up of your current compensation package and The salary slip/certificate to support this.

3. Please Fill all Blanks Mandatory.

4. Attach Required Documents to support your declaration in the form.

Please affix your recent passport size photograph

1. Name:

Mr./Ms. \_\_\_\_\_

(in full and in BLOCK letters)      First Name      Middle Name      Last Name

2. A. Date of Birth: \_\_\_\_\_ B. Place of Birth: \_\_\_\_\_ C. Gender: M / F

3. Marital Status: Single / Married 4. Cast: ST / SC / OBC / General 5. Blood Group: \_\_\_\_\_

6. Phone: \_\_\_\_\_ 7. Email ID: \_\_\_\_\_

8. PAN card: \_\_\_\_\_ 9. Aadhar Card: \_\_\_\_\_

10. Religion: \_\_\_\_\_ 11. Nationality: \_\_\_\_\_

12. Education:

Qualifications(Attach all relevant certificates)					
S.S.C					
H.S.C					
Graduate					
Post Graduate					
Other					

13. Family Details:

S. No.	Name	Date of Birth DD / MM / YYYY	Relationship	Occupation
1				
2				
3				
4				

**14. Present / Permanent**

Address: \_\_\_\_\_

C/o. \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**15. Please give your salary with reference to your present / last employment:**

Current CTC (PM): \_\_\_\_\_ Expected CTC (PM): \_\_\_\_\_

Notice period in Days: \_\_\_\_\_ Have you applied earlier: Yes / No. If Yes, Year \_\_\_\_\_

**16. Are you familiar with computer: Yes / No**

**17. Are you related or known to any person working at Zydus? (If yes, Please give details)**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Department / SBU: \_\_\_\_\_ Relationship: \_\_\_\_\_

I hereby certify that the particulars furnished by me in this application form are true.

Correct and complete in all respects.

I agree and accept without reservation that if the particulars are found to be untrue,

Incorrect or incomplete, my appointment in the company may be terminated without notice.

Date: \_\_\_\_\_

**Applicant Signature:**

Place: \_\_\_\_\_

\_\_\_\_\_

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**INTERVIEW EVALUATION SHEET**

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**Functional**

1. Whether new vacancy / replacement vacancy: \_\_\_\_\_

Remarks: \_\_\_\_\_

Selected

Not Selected

Pending

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**For Human Resource Department**

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Reporting to: \_\_\_\_\_

Grade: \_\_\_\_\_

Designation: \_\_\_\_\_

Dept.: \_\_\_\_\_

Pay Group \_\_\_\_\_

Expected DOJ: \_\_\_\_\_

CTC Offered (PM): \_\_\_\_\_

Signature: \_\_\_\_\_

Selected

Not Selected

Pending

Remarks if Any: \_\_\_\_\_

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**For Management Remarks**

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MS / Dean

Remarks If Any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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CEO

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Remarks If Any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_