

APPLICATION FOR EMPLOYMENT

1. PLEASE FILL UP THE FOLLOWING BLANKS IN **BLOCK LETTERS**
2. PLEASE MARK **NA** AGAINST COLUMNS WHICH ARE NOT APPLICABLE TO YOU

Post Applied for _____

Reference No. of post applied(As per Advertisement)_____

Date of Written Exam (in case of Walk- in Interview)_____

Please affix the
recent passport
Size photo

PERSONAL DATA

1. Name (in Block Letters).....
2. Name & Occupation of Father/Husband
3. Address for Communication
-Pin
- Mobile No:
- Alternate Number :
4. Permanent Address
-Pin.....
5. Email ID
6. Date of Birth (DD/MM/YYYY) __ / __ / __ Mother Tongue.....
7. State of DomicileNationality
8. Religion Aadhar Number
9. Sex: Male/ Female Marital Status
8. Languages Known 1.....2.....3.....
10. Do you belong to SC/ST/OBC/Ex-Serviceman/PH (Yes/ No)
CategoryWhether proof attached (Y/N).....
11. Do you have any relative working with HLL Lifecare limited? (Yes/No)
If yes, Please give details
12. Have you ever been arrested/convicted by any court/ any vigilance case pending (Yes/No)
13. Notice Period (in Days)..... Willingness to work anywhere in India (Yes/ No)

14. **Educational Qualification** (Additional sheets can be used if needed)- *Please attach copies*

| | Qualification (With Specialization) | Name of university/ College/ School | Percentage | Year of Completion | Full time/ Part time/ Distance |
|------------------|-------------------------------------|-------------------------------------|------------|--------------------|--------------------------------|
| 10 th | | | | | |
| 12 th | | | | | |
| Graduation | | | | | |
| PG | | | | | |
| Others | | | | | |

15. **Previous Experience-** *Please attach copies of Experience & Relieving Letter, latest Salary Slip.*

| | Employer's Name & Address | Current Designation | Period (in DD/MM/YYYY form) | | | Gross Salary with Salary Scale, if any |
|------------|---------------------------|---------------------|-----------------------------|------------|------------|--|
| | | | Joined on | Left on | Total Exp. | |
| Latest Exp | | | __/__/____ | __/__/____ | | |
| Exp 2 | | | __/__/____ | __/__/____ | | |
| Exp 3 | | | __/__/____ | __/__/____ | | |
| Exp 4 | | | __/__/____ | __/__/____ | | |
| Exp 5 | | | __/__/____ | __/__/____ | | |
| Exp 6 | | | __/__/____ | __/__/____ | | |

16. **Check List :** *(Please attach the documents as per the below order)*

1. *Duly filled application form (With reference number), Updated Biodata / CV*
2. *Education certificates : 10th Standard, 12th standard, Graduation, PG*
3. *Experience Certificates : All Experience & Relieving Certificates, Latest Salary slip*
4. *Creamy Layer/ Community / Physical Disability Certificate (Latest within 6 Months)*
5. *Proof of Date of Birth, Copy of Aadhar Card/ Election ID*
6. *Other relevant certificates (Diploma's, Trainings, Achievements etc.)*

17. **Details of 2 References** *(for Assistant Manager and Above only)*

| | Name of Person | Employment Status & Designation | Relationship with the person (in Yrs) | Contact number | e-mail address |
|-------------|----------------|---------------------------------|---------------------------------------|----------------|----------------|
| Reference-1 | | | | | |
| Reference-2 | | | | | |

I hereby declare that the information furnished above is true to the best of my knowledge and belief and I fully understand that if any information given above is found false, my services are liable to be terminated at any time without any notice by the Management.

Date :

Place :

Name & Signature