|  |  |
| --- | --- |
| **dora14 Final Colour** | **DORA GROUP OF COMPANIES****TIRUPATI** |

 **Date:**

**PERSONAL DATA FORM**

Name (in full): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please affix your

Passport size

Photograph here

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Total Employment Duration: Years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Months \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth (DD/MM/YY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of Domicile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother Tongue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: Please (√): Single ( ), Married ( ), Separated ( )

Applied through: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please mention details of the Placement agency/ News paper/ Web site/ Name Of other sources)

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Details of family members:

(To include wife and children & Parent only)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Name** |  **Relationship** |  **Age** | **Qualifications** | **Occupation** |
|  |  |  |  |  |
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|  |  |  |  |  |

Do you have any relatives/ friends in DORA Groups? If yes, please give details.

Have you ever been interviewed for DORA Groups? If yes Please give details.

Qualification (High School onwards)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam passed** | **Month & year of Passing** | **University/****Institute** | **% of Marks/****Grade** |  **Subjects /** **Specialization** |
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Short term courses / professional training programmes attended:

Extracurricular activities / achievement:

Details of your current job responsibilities:

Details of your Computer Knowledge:

Please draw your present organizational chart indicating your position with two

Levels higher and two levels below you.

Present Salary Details:

Monthly Take Home Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Gross Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum gross salary expected per annum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice period required for joining DORA Groups \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References (other than relatives)**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Sl.** **No.** | **Name** |  **Position /** **Designation** |  **Address /**  **Contact No.** |
|  1 |  |  |  |
|  2 |  |  |  |
|  3 |  |  |  |

I hereby solemnly affirm that the particulars given above are correct and true to the best of my knowledge and belief, and I understand that if at any point of time, it is found other wise my services are liable to be terminated without notice or pay in lieu thereof.

Date:

Place:

**(Signature of Applicant)**

**Employment Data Sheet:**

(Please start from your present employment)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name, Address &****Telephone no. of****your Previous****Company** | **Nature of****Business** | **Annual****Sales****Turnover** | **Period of****Employment** | **Designation** | **Brief Job Description** |
| **From** |  **To** |
|  |  |  |  |  |  |  |

Total Employment duration: Years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Months \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES (Official Use Only)**

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In case of candidate selected please mention the following details

|  |  |
| --- | --- |
| Designation Offered |  |
|  Location |  |
|  Date of Joining |  |
|  Salary Agreed |  |
|  Any other commitment |  |

 Signature of HR Representative Signature of candidate