|  |  |
| --- | --- |
| **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