

## APPLICATION FOR EMPLOYMENT

NAME :

POSITION APPLIED FOR :

**PERSONAL DATA**

Full Name in block letters :

(Please expand initials)

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| --- | --- | --- |
| First Name | Middle Name | Last Name |
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| --- | --- | --- | --- | --- | --- |
| Date of Birth | | | Place of Birth | Sex | Nationality |
| Day | Month | Year |  |  |  |
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| --- | --- |
| Mailing Address : (Please specify date until when you are available at this address) | Permanent Address : |
|  |  |
| Telephone Number : | Telephone Number : |
| Email : | Email : |

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| --- | --- | --- | --- |
| Languages Known | Read | Write | Speak |
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| Name(s) and relationship with any relative(s) in ITC Limited : | | | |
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| Have you applied in the past for a position at any of the Divisions or Group Companies of ITC Limited ? | | | |
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| Details of any major illness / operations that you have had in last 5 years : | | | |
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### FAMILY DATA

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| --- | --- |
| Father’s Name : | Mother’s Name : |
| Occupation : | Occupation : |
| Address : | |

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| Marital Status | Single | If Married,  (Date of marriage) | Others |
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| Spouse’s Name : | | | Date of Birth : |
| Qualification : | | | Occupation : |

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| Name(s) of Child(Children) : | Date of Birth | Sex |
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| Name and addresses of three referees, other than your relatives, to whom we may write | | | |
| **Name** | **Occupation** | **Address** | **Telephone No. & Email id** |
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### EDUCATIONAL BACKGROUND

(Starting from school upto professional qualification)

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| --- | --- | --- | --- | --- | --- |
| **INSTITUTION (School/College)** | **BOARD/ UNIVERSITY** | DEGREE/DIPLOMA/ CERTIFICATE | **YEAR OF PASSING** | **GRADE/ %** | **REMARKS** |
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| Details of scholarships and other Distinctions | | | **Extra Curricular Activities** | | |
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### SUMMER / VOCATIONAL TRAINING / PROJECT WORK

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| Project Outline | Name of The Organisation |
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| **1. What was the major learning from the training/project work?** | |
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| **2. What were your major recommendations to the organisation? Give an example of one recommendation made by you that was implemented.** | |
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| **3. Give an example of a recommendation made by you that was not accepted. What is your understanding of why it was not accepted?** | |
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### WORK EXPERIENCE

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| Organisation | | |
| Date : From | To | |
| Emoluments | | |
| Position & Nature of Work | | Reason for change |
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| --- | --- | --- |
| Organisation | | |
| Date : From | To | |
| Emoluments | | |
| Position & Nature of Work | | Reason for change |
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| --- | --- | --- |
| Organisation | | |
| Date : From | To | |
| Emoluments | | |
| Position & Nature of Work | | Reason for change |
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| --- | --- | --- |
| Organisation | | |
| Date : From | To | |
| Emoluments | | |
| Position & Nature of Work | | Reason for change |
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### ABOUT YOURSELF

1. What is your mission in life ?

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1. What are your short term and long term objectives ?

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| Career Goals : |
| * + - 1. What would you like to achieve in your professional career ?       2. What are the career choices you have before you ?       3. What are the factors influencing your career choice at present ? |
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### ACHIEVEMENTS

In your student life or professional career so far, please cite any innovative/creative initiative taken by you, that has given you a sense of accomplishment.

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Describe a situation where as a member of a team, you took the lead role to accomplish a critical task. What was the outcome ?

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In today’s competitive world, work pressures are inevitable. What are your inherent strengths to deal with such situations?

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Write down any question that you would like us to respond to during the interview :

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NAME :

RESUME REFERENCE NO:

# EXISTING EMOLUMENT PACKAGE

Please indicate your existing emolument package in the following format :-

**Rupees Rupees**

**Per Month Per Annum**

## A Monthly Remuneration

A1 Basic Salary ……………… …………….

A2 \* Allowance 1 ...............................................................

A3 \* Allowance 2 ...............................................................

A4 \* Allowance 3 ...............................................................

A5 \* Allowance 4 ...............................................................

**Sub Total ( A1.....A5 )**  ……………… …………….

**B Annual Remuneration**

B1 \*\* Performance Bonus ……………. …………….

B2 Leave Travel Assistance ……………. …………….

B3 \* Allowance 1 ...............................................................

B4 \* Allowance 2 ...............................................................

B5 \* Allowance 3 ...............................................................

B6 \* Allowance 4 ...............................................................

**Sub Total (B1.....B5 )** ……………. …………….

**TOTAL REMUNERATION (A + B)** ……………. …………….

**C** **Retiral Benefits**

C1 Provident Fund (Whether Govt / Company) ……………. …………….

C2 Gratuity ……………. …………….

C3 \*\*\* Pension (Whether Contributory / Non Contributory) ……………. …………….

C4 Superannuation Scheme ……………. …………….

**D** **Other Benefits**

D1 Company provided Accommodation / Maintenance ……………. …………….

Unfurnished / Furnished; If furnished provide details

D2 Housing Loan ……………. …………….

D3 Car Loan ……………. …………….

D4 Furniture Loan ……………. …………….

Also provide information of quantum of loan owed

by you to the Company ……………… …………….

D5 Medical Assistance - Please give brief details

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D6 List of Fixed Assets provided by the Company

i ...............................................................................................................

ii ...............................................................................................................

iii ...............................................................................................................

D7 Company Car / Vehicle - Please give brief details

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D8 Please provide details of any other benefits not included

in the above list

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**Notes**

**\* Please name allowances & specify quantum**

**\*\* Please indicate the quantum received in the last year.**

**\*\*\* Please indicate percentage of contribution.**