





Winsome

15. Physical Disability, if any & Nature of disability. Will it affect your performance	16. Have you ever been convicted in any court proceeding or under any litigation? If so, please give details:	17. Are you a habitual drinker/ smoker or in habit of chewing Paan/ tobacco/ Gutka etc.
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18. Hobbies & Interest :

19. Have you ever applied for a job with us? If so, give details :

**B). Educational Background:**

1. Academic Qualification ( Start from the Matric up to the highest qualification) :

Name of examination	Name of School/ College	Name of University/Board	Month/ Year of Joining	Month/ Year of passing	Marks Secured / %age
Matric					
10+2					
Diploma(please specify discipline):					
Graduation ( please specify discipline):					

2. Professional Qualification ( Diploma / Degree / M.Tech / MBA / CA / CS / ICWA or any other) :

Name of Examination	Name of School/ College	Name of University/Board	Month/ Year of Joining	Month/ Year of passing	Marks Secured / %age

3. Are you computer literate? Yes/ no.....If Yes, Proficient in MS -Excel / Word & Power Point? Please specify, if any other computer course done:

<b>4. Information regarding any uncovered portion above :</b>							
<b>Period</b>		<b>Reason of Break</b>					
<b>From (mm/yy)</b>	<b>To (mm/yy)</b>						
<b>5. Training, Development and Projects done to improve your professional knowledge other than the degree. (e.g. TPM,TQM,QC,5S,ISO and other Japanese Technique) (Fill the undermentioned column if done, else write NA)</b>							
<b>Project / Training Title</b>			<b>Duration</b>	<b>Conducted by (Faculty)</b>	<b>Company/ Institution</b>		
<b>C) 1. EMPLOYMENT DETAILS (Start with your current job &amp; work in ascending order) :</b>							
<b>Name of Organization</b>		<b>Nature of Employer's Business</b>	<b>Designation</b>	<b>From (mm/yy)</b>	<b>To (mm/yy)</b>	<b>Last Salary Drawn</b>	<b>Reason of leaving</b>
<b>Current</b>							
<b>Previous</b>							
<b>2. Details of Promotions you got in your current job :</b>							
<b>3. Major details of your Job Profile :</b>							
<b>4. Information regarding any uncovered portion in your job.</b>							
<b>Period of Gap if any</b>		<b>Reason of Break</b>					
<b>From (mm/yy)</b>	<b>To (mm/yy)</b>						



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<b>5. Please draw Organization chart of your current company indicating your level. (For Officer and above)</b>		<b>6. Salary Structure</b>	
		<b>Components</b>	<b>At present</b>
		Basic	
		HRA	
		Other Allowances	
<b>7. No. of subordinates directly reporting to you :</b>		<b>CTC</b>	
<b>8. Are you availing the company accommodation in your present organization :</b>			
<b>9. Minimum Gross Acceptable (Rs)</b>		<b>10. How much notice period do you require to join?</b>	
<b>11. Other Information:</b>			
<b>Areas of Strength</b>		<b>Areas of Improvement</b>	
<b>12. Achievement : Mention your extracurricular activities / Scholarships</b>			
<b>Achievement/ activity</b>	<b>Year of achievement/ participation</b>	<b>Level of Participation / Prize / Award.</b>	
<b>D) References:</b>			
Two References not related to you, out of which at least one should be holding responsible position in the line of your occupation. You may mention the name of any Winsomian, if you know personally)			
<b>Name</b>	<b>Occupation</b>	<b>Address</b>	<b>How known to you?</b>

<b>E) Declaration:</b>				
I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed at any time. If I am found to have concealed any material information or given any false details, my appointment shall be liable to summary termination without notice for compensation:				
<b>Date:</b>		<b>Place:</b>		<b>Signature:</b>
<b>F) Placement Details (To be filled by HR Department)</b>				
<b>1. Unit of Placement :</b>		<b>2. Designation:</b>		<b>3. Gross</b>
<b>Head Unit</b>				<b>Head (HR)</b>
<b>Salary Break-Up :</b>				
Components	Amount	Cash in Hand		
		Monthly	Quarterly	Annual
Basic				
HRA				
LTA				
Medical				
Bonus/Ex gratia				
Uniform All.				
Transport All.				
Conveyance All.				
Attn. All.				
PF				
Group Insurance (50% - Employee & 50% - Employer)				
Gross (p.m.)				
Gross (p.a.)				
Earned Leaves				
Gratuity				
CTC (p.a)				
Less (Deductions)				
PF				
Any Other				
Net Cash in Hand				
TDS will be deducted on the above as per rules applicable from year to year. This has to be paid by the employee.				
<b>Date: .....</b>			<b>Signature of Candidate: .....</b>	