P.B. No. 83, Opp. Changleshwar Temple, Mundra Road, Bhuj, Dist: Kachchh, Gujarat-370001, India

Affix

your

recent

coloured

 passport

size

photograph

# EMPLOYMENT APPLICATION FORM

# *(to be filled in* BLOCK LETTERS*)*

*(Pl. note that incomplete application form will be rejected)*

|  |  |
| --- | --- |
| **Advertisement No. and Date** |  |
| **Position Applied** |  |
| **How did you learn about the opening?** |  |
| **Have you been interviewed by us in the past?** |  |

**1.0 Personal details**

|  |  |
| --- | --- |
| **Name in full** |  |
| **Gender** |  |
| **Date of Birth** |  |
| **Marital Status** |  |
| **Religion** |  |
| **Blood group** |  |
| **Mobile Number** |  |
| **E-mail** |  |
| **Name & Occupation of Husband / Wife / Father /Guardian** |  |
| **Permanent address** |  |
| **Differently abled?** | *Yes* | *No* |
| **Do you have a police record?** | *Yes* | *No* |
| **Do you have a history of any major illness?** | *Yes* | *No* |

**2.0. Educational Qualifications**

*(Start from the recent qualifications)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Degree** | **Specialization / Subject** | **Name of the Institution** | **Board/ University** | **Full time / Part time** | **Year of completion** | **No. of attempts** | **Class / Percentage** |
|  |  |  |  |  |  |  |  |
| **Academic gap: Yes No** |

**Area of Expertise:**

|  |
| --- |
|  |

**Details of additional qualifications** *(tick the suitable option)*

|  |  |  |  |
| --- | --- | --- | --- |
| **CSIR-NET** | JRF | Lectureship | Both |
| **UGC-NET** | JRF | Lectureship | Both |
| **GATE** |  |
| **SET** |  |
| **Others** |  |

**3.0. Work Experience**

*(Please begin with your present Organisation details)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **From (D/M/Y)** | **To****(D/M/Y)** | **Organization / Institute/ University/ College/ Industry** | **Designation** | **Reason for Leaving** |
|  |  |  |  |  |  |
|  Total years of experience |  |

**Major tasks with the last employer:**

|  |
| --- |
|  |

**4.0. Details of the present job**

|  |  |
| --- | --- |
| Current Organisation |  |
| Current Designation |  |
| Whom do you report to? (Name and Designation) |  |
| Total experience |  |
| Current salary details (in Rs.) |  |
| BasicSalary | DA | HRA | Medical allowance | Transport allowance | Other allowances | Bonus/Incentive | Total Salary per month |
|  |  |  |  |  |  |  |  |

**5.0. Research and Academic Contributions**

**Research Papers/Books/Book Chapters/Patent/Articles published**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of Paper, Year, Vol, Issue details** | **Name of Journal** | **ISSN/ISBN****No.** | **Whether peer reviewed.****Impact factor, if any** | **1st / 2nd author / Corresponding author** | **No. of Co- authors** |
|  |  |  |  |  |  |  |

**Details of Newsletter/ Popular articles written**

|  |
| --- |
|  |

**Details of presentations in Conferences / Workshops / Seminars / Symposium**

|  |
| --- |
|  |

**Details of Certifications and Trainings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Organisation** | **Nature** | **Period** | **Subject of Training** |
|  |  |  |  |  |

**Professional Achievements (if any)**

|  |
| --- |
|  |

**6.0. Other Information**

**Languages Known**

|  |  |
| --- | --- |
| **Languages** | **Proficiency level** |
| English | Writing | Reading | Speaking |
| Hindi |  |  |  |
| Gujarati |  |  |  |
| Mother tongue -  |  |  |  |
| Other languages |  |  |  |

***Note:*** *Mention it in the scale as Good, Medium and Poor*

|  |  |  |
| --- | --- | --- |
| Are you related to anyone currently working at GUIDE? | Yes | No |
| If yes, please provide name & relation details: |
| Have you ever been dismissed / discharged / terminated for any act of misconduct in any of your previous employment or convicted for any criminal of other offences? | Yes | No |
| If yes, give precise details: |  |

**7.0. References**

*(Provide minimum of three Referees with whom you have worked in the past but not related to you)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name** | **Designation and Affiliation with full address** | **E-mail ID** | **Contact number** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **How soon can you join, if selected?** |  |
| **Expected salary per month (in Rs.)**  |  |

**8.0. Declaration**

I certify that the facts set forth in this application form for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the employer from any liability. The employer may contact any listed references on this application.

**Signature of the Candidate**

|  |  |
| --- | --- |
| **Date:** | **Place:**  |