

RAISONI GROUP OF INSTITUTIONS

Corporate Office: 345, “Shradha House”, Kingsway, Nagpur - 440 001 (M.S) INDIA
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- NOTE:**
1. to be filed by applicant in his/her own handwriting.
 2. Any subsequent change in the particulars given in the application must be intimated to H.R. department immediately
 3. Additional sheets to be attached if space is inadequate.

Affix your
recent
passport
size Photograph

APPLICATION FORM FOR EMPLOYMENT

Position Applied for :

1. Full Name :

FIRST NAME	MIDDLE NAME	SURNAME	
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(In block letters)

2. Father's Name :

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& Occupation :

3. Date of Birth :

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 (DD/MM/YYYY)

4. Correspondence :

Address :

PIN :

Mobile No.:

 E-mail :

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@

5. Permanent :

Address :

PIN :

6. Nationality :

 Religion:

Caste :

 Sex : MALE FEMALE
(Please tick ✓ correct option)

7. Marital Status : Married Bachelor Divorced Widowed Separated

8. Height :

 Cms./Ft. Weight :

 Kg Spects No. :

Identification Marks :

 Any disability (current)

Any major disability or ailment suffered in the past :

9. Languages Known (Please tickmark in the appropriate boxes)

	Read	Write	Speak
1. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Marathi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Any other (pl. Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Number of Children :

Daughter :

Son :

Number of dependents :

11. Games played :

Hobbies :

12. Educational Qualifications [starting with S.S.C.]

Examination/ Course passed	School/College Institution	Board/ University	Month & year of passing	Subjects Offered	% of Marks	Division

13. Work Experience [starting with current employer]

Name of the Employer with Complete Address	Period		Position Held	Nature of Duties	No. of Men Supervised	Salary Basic + Allowances		Reason for leaving
	From	To				At Starting	At Leaving	

14. Information regarding any other professional qualifications acquired/ training programmes attended and training acquired in special field

15. Write down in about 100 words, why you feel that you are suitable for this job?

16. Membership of professional bodies.

17. Mention your strong and week points :

STROING POINTS

WEAK POINTS

18. Have you ever been convicted by a Court of Law?

Yes No

19. Have you ever applied to been interviewed by this institution before?
(if yes, please state the name of the post and date of interview)

Yes No

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20. Any two (2) references (other than relatives & friends) Name, full address & contact number to be given

Reference 1	
Ph. No.	Mobile

Reference 2	
Ph.No.	Mobile

21. Current CTC (Please furnish all emoluments & other benefits).

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22. Minimum Salary acceptable and other benefits expected :

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23. Time required for joining (if selected) :

I hereby declare that all the particulars given above are correct. I also declare that I am liable for summary dismissal from service if it is found that any information given by me is incorrect or any relevant information has been suppressed by me.

Place :

Date :

Signature of Applicant

[TO BE FILLED BY OFFICE]

Examined by : 1. _____
2. _____

Date _____ :

Remarks : _____

Selected / Rejected

Post to which appointed : _____

Salary / Fixed : _____

Nature of vacancy : Temporary / Permanent

Probation Period : _____

Authorised Signatory