



# PANJON LIMITED

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## EMPLOYMENT APPLICATION FORM

Please fill the form in Capital Letters only.

POST APPLIED FOR-.....

H.Q. (LOCATION) -.....

REFERENCE NO.-.....

DATE-.....

PASTE  
RECENT  
PASSPORT  
SIZE  
PHOTO

1. FULL NAME:.....

2. PERMANENT ADDRESS-.....Phone (R)-.....

.....Mobile(Reliance)-.....

.....Mobile-.....

E-MAIL ID-.....

3. LOCAL ADDRESS-.....Phone-.....

.....Mobile-.....

4. Place of birth: ..... Date of birth: ..... Age: ..... Height: .....

5. Marital status : Married  / Unmarried  if married, no. of children: ..... and their age .....

Other dependents, if any: ..... Blood Group: .....

6. Father's / Husband's name and address: ..... Occupation: .....

### 7. BANK ACCOUNT DETAILS

Knowledge of language: (Fill with language & Y /N )

BANK NAME-..... 1) ..... (Speak / Read / Write )

A/c No.-..... 2) ..... (Speak / Read / Write )

BRANCH-..... 3) ..... (Speak / Read / Write )

### 8. EDUCATIONAL QUALIFICATION (state highest qualification first):.....

S.No	Degree / Certificate	University / College / School	Class / Divison	Percentage of marks	Year of passing	Principal subjects (Including language)

9. Vocational / Technical qualifcator: .....

10. Computer knowledge: .....

11. Extra-curricular activities: (Sports / Literary / Debating / Cultural etc.).....

12. Any other qualification not mentioned above: .....

13. Are you pursuing any formal studies / course ? Yes / No .....

If yes, please elaborate: .....

14. **EMPLOYMENT RECORD** (Start from present employment):

S.No	Name of Organisation	Duration of Employment		Designation	Total Emoluments		Reasons for Leaving
		From	To		Consolidated Salary	Daily Allowance	

15. **DETAILS OF WORK EXPERIENCE** (for Marketing personnel only):

S.No	Period	Designation	Company's Name	Average Sales PM	Major Products Sold	Area of Operation	No. of Persons Working / Worked under you

16. Full details of last drawn salary:

A. Salary : .....

D. Any other allowances: .....

B. Dearness Allowances : .....

Bonus @ : .....

C. House Rent Allowance: .....

Gratuity @ : .....

PF @ : .....

17. Total emoluments expected Rs. .... H.Q. Preference: .....

Reason: .....

18. If Selected when can you join ? .....

Reason: .....

19. What is your general state of health? .....

State any serious illness you have had in the past: .....

20. Give Name, Address and Tel. Nos., Occupation or position of three responsible persons (other than your relatives) as reference:

- I) .....  
 II) .....  
 III) .....

21. a). If any relative of your's currently working / has worked in the past for the company ?

If so, give details: .....

b). Name and designation of persons known to you (other than relatives)

If the company: .....

22. Have you earlier been convicted by court of law? If so, give details: .....

23. Have you applied earlier for any post in the company? If so, give details: .....

24. Name of the Department for which you received FDA approval (For Production Personal only)

1. .... 3. ....  
 2. .... 4. ....

25. Is your spouse a working professional Yes / No. If yes, give detail: .....

26. Do you own any vehicle? Y / N ..... Type: ..... Vehicle No.: .....

27. Do you have the Habit of-	Smoking	Chewing Pan masala	Chewing Tobacco	Drinking Liquor
Fill with <b>Y / N</b>				

Are you insured: Yes / No ..... Amount: .....

29. Family background:

BROTHERS				SISTERS			
SNo	Age	Qualification	Profession	SNo	Age	Qualification	Profession

**I hereby solemnly affirm and declare that statements made above are true and nothing has been concealed. If any of the above statement is found to be false or incorrect. I will be liable to be dismissed summarily. Be signing the application form, give my consent to undergo a background and reference check.**

Date- .....

.....

Signature of Applicant

# INTERVIEW NOTES

**FIRST INTERVIEW:**

**DATE:** ..... **TIME:** .....

**Recommended**

**Not Recommended for appointment**

**Comments:**

.....  
.....  
.....

.....  
Name & Signature of the Interviewer

**SECOND INTERVIEW:**

**DATE:** ..... **TIME:** .....

**Recommended**

**Not Recommended for appointment**

**Comments:**

.....  
.....  
.....

.....  
Name & Signature of the Interviewer

**If appointed,**

Designation: .....

Department: .....

Starting Salary: .....

Allowance, if any: .....

Joining Date: .....

Probation / Trainee

Temporary: .....

Appointment approved by: .....

Period: .....

\_\_\_\_\_  
SEAL & SIGNATURE  
Head HR & Placement Dept.