

SHAKUMBHARI ENTERPRISES

EMPLOYEE ENROLMENT FORM

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(A) Read the entire form first and then complete in your own handwriting. Attach separate sheet for any additional information.		<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
POSITION APPLIED FOR			
Name (In Block Letter) Mr./Ms./Mrs. _____ (FIRST) MIDDLE LAST			
Present Address		Date of Birth	Age (Yrs.)
_____		_____	_____
_____		_____	_____
_____ Tel No. _____		_____	_____
Permanent Address		Place of Birth	
_____		Location: _____	
_____		Country: _____	
_____ Tel No. _____		_____	
Sex	Marital Status		Height: _____
Male: <input type="checkbox"/>	<input type="checkbox"/> Single	<input type="checkbox"/> Married	Weight: _____
Female: <input type="checkbox"/>	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	
<input type="checkbox"/> Widowed			
No. of Children	Age(s)	Other Dependents (Specify)	Eyesight
Male: _____	_____	_____	Normal <input type="checkbox"/>
Female: _____	_____	_____	Corrected <input type="checkbox"/> L <input type="checkbox"/>
Emergency Contact Information			
Blood Group	:		
Emergency Contact Person Name	:		
Relationship	:		
Phone Number (With STD Code)	:		
Emergency Mobile Number	:		
Address of the Contact Person	:		
Citizenship		Are you suffering from any contagious disease or having any Physical Defects?(If any - Please specify)	
At Birth :			
Present :			
Family Background			
Brother / Sister			
Brother / Sister			

Date: _____

Employee Signature

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(B) EDUCATIONAL QUALIFICATIONS (State Highest First)

School / College / Institution	Location	Board / University	PERIOD		Degree/ Diploma/ Certification	Special Subjects	Class / Grade / Marks %
			From	To			

(C) Languages Known

Speak			Read			Write		
Fluent	Fair	Slight	Fluent	Fair	Slight	Fluent	Fair	Slight

(D) Declaration of Character

I, S/o D/oam a resident of
 I have been offered Training/ job aswith
 SHAKUMBHARI ENTERPRISES. I here by declare that I had never been involved in any kind of criminal/ anti social activities
 ever and never been convicted in any criminal offense. I am joining ITCONS e-Solutions Pvt Ltd from.....at my own
 responsibility. ITCONS e-Solutions Pvt Ltd will not have any liability in any manner. Company can terminate my appointment at
 any point of time without any notice if any information submitted by me is incorrect.

Put the name of Nearest Police station to my address

Signature

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(D) WORK EXPERIENCE (List Present/Last job first)

Position	Work Description	Name & Address of Employer	Period		Final Salary	Reason for leaving
			From	To		

(E) Present Salary Details

CTC (Per Year)	Deductions (Per Year)	Take Home (Per Year)	Incentive (Per Year)	Bonus (Per Year)

(F) Professional References

Name	Address, Contact	Occupation	Known from (Years)	Known in capacity

Date: _____

Employee Signature

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(H) Explain any breaks in your Educational or Working Career

(I) Please mention any other qualifications or certifications which you may have completed successfully.

(J) Describe yourself in not more than in 100 words.

(K) What are your short term and long term personal goals you wish to achieve.

I affirm that all the information furnished through entire 4 pages of this form is true; any misleading information/details can lead to termination in future during my tenure in company.

Date: _____

Employee Signature

