

APPLICATION FORM


Photo

Post Applied for : _____

1. Full Name : _____
 2. Father's Name : _____
 3. Permanent Address : _____

4. Address for Correspondence/
 Present Address : _____

5. Date of Birth : _____ (DD/MM/Year) 6. Category

| | | | |
|----|----|-----|-----|
| SC | ST | OBC | GEN |
| | | | |

7. E-Mail ID : _____ Contact No. _____

8. Sex : Male : Female

9. Marital Status : Single : Married

10. Do you have : Vehicle : Laptop

11 Previous Experience in: SEO SMO Content Writing Other

Design in Corel Draw Design in Photoshop

Photography Videography

12. Educational Qualification

| Qualification | University/ Board/ Institute | Year of Passing | Percentage of Marks |
|---------------|------------------------------------|--------------------|------------------------|
| | | | |
| | | | |

13. Experience :

| Name of the Organisation | Designation | Nature of Duties | Period | | Duration. |
|-----------------------------|-------------|---------------------|--------|----|-----------|
| | | | From | To | |
| | | | | | |
| | | | | | |

Vidhyarthi Darpan Private Limited

Employee Name: _____ Post: _____ Monthly Salary: _____

Joining Date: __/__/____ Mobile: _____ Email: _____

Employee Check List of Documents

- | | |
|---------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Application Form | <input type="checkbox"/> |
| <input type="checkbox"/> Resume | <input type="checkbox"/> |
| <input type="checkbox"/> Offer Letter | <input type="checkbox"/> |
| <input type="checkbox"/> 10 th Mark Sheet | <input type="checkbox"/> |
| <input type="checkbox"/> 12 th Mark Sheet | <input type="checkbox"/> |
| <input type="checkbox"/> Final Year Mark Sheet (Graduation) | <input type="checkbox"/> |
| <input type="checkbox"/> Post-Graduation Mark Sheet (If You Are Eligible) | <input type="checkbox"/> |
| <input type="checkbox"/> Any Certificate (If You Have) | <input type="checkbox"/> |

Then Mention Details

- Previous Company Experience Letter (If You Are Eligible)

1st Company Name: _____

2nd Company Name: _____

3rd Company Name: _____

4th Company Name: _____

Personal Details: (Any Three)

- | | |
|-----------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Aadhaar Card | <input type="checkbox"/> |
| <input type="checkbox"/> Driving License | <input type="checkbox"/> |
| <input type="checkbox"/> Voter ID Card | <input type="checkbox"/> |
| <input type="checkbox"/> PAN Card | <input type="checkbox"/> |
| <input type="checkbox"/> Passport | <input type="checkbox"/> |
| <input type="checkbox"/> Other (Mention Name)_____ | <input type="checkbox"/> |
| <input type="checkbox"/> (Bank Details) - Bank Passbook Details | <input type="checkbox"/> |
| <input type="checkbox"/> Bank Name: _____ | |
| <input type="checkbox"/> Account Holder's Name : _____ | |
| <input type="checkbox"/> Bank Account No: _____ | |
| <input type="checkbox"/> IFSC Code: _____ | |
| <input type="checkbox"/> Cancel Cheque | <input type="checkbox"/> |
| <input type="checkbox"/> Passport Size Photos (Submit) | <input type="checkbox"/> |

Vidhyarthi Darpan Private Limited

Employee's Name with ID _____
 Designation - _____ Department - _____
 Location - _____ Mobile No. - _____
 Joining Date _____ Last Working Date _____
 Reasons of Leaving / Terminate - _____

| S.No. | Item Collect | Submitted/Not Submitted | Name/Signature |
|-------|-----------------|-------------------------|----------------|
| 1. | Enquiry Booklet | | |
| 2. | Payment Booklet | | |
| 3. | Laptop | | |
| 4. | Mobile | | |
| 5. | Brochure | | |
| 6. | Pamphlets | | |
| 7. | Visiting Cards | | |
| 8. | I.D. Cards | | |
| 9. | Sim | | |
| 10. | Bike/Car | | |
| 11. | Ipad/Tablet | | |
| 12. | Diary | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |

| S.No. | Particular | Remark |
|-------|--------------------------------------|--------|
| 1. | Pending recovery towards any loss | |
| 2. | Proper Hand over of company property | |

No Dues Certificate Issued.....Yes / No
 if No (Reason).....
 Date:-

Manager Signature