**Candidate Form**

PHOTOGRAPH

Application for the post of: ………………………………………………

Date and venue of interview: …………………………………………….

Through: ………………………………………….

Personal Details (Full name in block letters)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname | | First Name | | Second Name | |
|  | |  | |  | |
| Nationality | Date of Birth | Age | Gender | Marital status | Physically Challenged |
|  |  |  | M/F |  | YES/NO |

|  |  |
| --- | --- |
| Address for correspondence: | |
| Phone No: | Email ID: |

ACADEMIC DETAILS:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | College/University/Institution | Examination Passed/Appeared | Year of passing | Percentage/Grade |
| Matriculation(10th std) |  |  |  |  |
| Higher Secondary |  |  |  |  |
| Graduation |  |  |  |  |
| PG |  |  |  |  |
| Other Qualification |  |  |  |  |

LANGUAGE KNOWN:

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Read | Write | Speak |
| English |  |  |  |
| Hindi |  |  |  |
| Other |  |  |  |

EMPLOYMENT HISTROY:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | | Firm/Institutions (In chronological Order) | Position Held | Key Responsibilities | Reason(S) for leaving | Salary Drawn |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Skills | Excellent | Good | Adequate |
| MS-Office |  |  |  |
| Typing (Speed) | 0-30 | 30-45 | 45+ |
| Other |  |  |  |

Current CTC: ……………………………. Expected CTC: ………………………………

Time required for joining if selected ………………….days

**Why are you the best candidate for this position?**

……………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………..

I verify that the above information is correct o the best of my knowledge. I accept that providing false information deliberately could result in my dismissal from ConstAccent Company.