

CT Software Solutions (I) Pvt. Ltd.

Employment Application (Final Interview)

All questions must be answered. False statements or misrepresentations will disqualify you from consideration. If you have any questions concerning this form, please discuss this with the human resources person at CT.

Personal (please use upper case letters)

Name				
		<i>Last</i>	<i>First</i>	<i>Middle</i>
Address of Communication				
			Phone (res)	
			Phone (off)	
			Email	
			Emergency Contact	
Permanent Address through which you may be reached				
			Phone	
			MSN ID	
			Yahoo ID	
Date of Birth (DD/MM/YYYY)	Married/Single	Male/Female	Nationality	Passport No./Validity
How were you referred to CT?				Blood Group
Have you previously applied/worked for CT? If yes, when?				
Relatives or Friends employed by CT (state name, relationship and company location. State none if none.)				

Education Qualifications

	Institution Name	Degree/Discipline	Duration (MM/YY- MM/YY)	CGPA/%age
Ph D/Equivalent				
Post Graduation				
Graduation				
10+2				
High School				
<i>Additional Professional Courses</i>				

Personal Qualifications and Achievements

Professional affiliations

Honors, Awards and Scholarships

Publications/Thesis/Patents

Languages (Indicate proficiency to speak, read or write, underline mother tongue)

Current Work Description

Period		Employer's Name, Address & Nature of Business
From (MM/YY)		
To (MM/YY)		
Total annual salary including all Benefits		
Designation and Brief Job Description/Responsibilities	At the time of Joining	
	Currently what do you handle?	
Name of your current Supervisor and Contact Information		
What is the profile of people who report to you?		
Total no. Of Employees?		

Current Salary Package

Remuneration (p.a)	Salary	Cash allowances	Total
At the time of joining			
At present			
Total Cost To Company (CTC) at the time of:	Joining Year	Last Year	Current Year
Annual Salary Break Up	Amount (INR)		
1			
2			
3			
4			
5			
6			
7			
8			
Total per Year			

Previous Work Experience (Last 3 jobs excluding your current job)

Period		Employer's Name, Address & Nature of Business
From		
To		
Total annual salary including all Benefits		
Designation and Brief Job Description/Responsibilities		At the time of Starting
		At the time of Leaving
Name of Supervisor and Contact Information		

Period		Employer's Name, Address & Nature of Business
From		
To		
Total annual salary including all Benefits		
Designation and Brief Job Description/Responsibilities		At the time of Starting
		At the time of Leaving
Name of Supervisor and Contact Information		

Period		Employer's Name, Address & Nature of Business
From		
To		
Total annual salary including all Benefits		
Designation and Brief Job Description/Responsibilities		At the time of Starting
		At the time of Leaving
Name of Supervisor and Contact Information		

Family Background

	Name	Date of Birth	Occupation
Father			
Mother			
Spouse			
Children			
Brothers			
Sisters			
Dependents (please specify)			

General Information

What are the important factors for you to choose CT as your future workplace?

What type of work are you seeking?

When can you join if selected?

Are you under any obligations of any of your previous employers (for eg. Mandatory Notice Period, International Work Contracts, Bonds) that may postpone your employment at CT?

If you were ever seriously ill, injured or operated and you require any special consideration from CT, kindly specify

Have you ever been convicted by the court of law or any other judicial body? (if yes, details)

Your Professional Interests

Use this space for comments about your special abilities; special work, which you have done or would like to do.

What are the 5 important milestones that you intend to achieve while you are at CT? What kind of professional help do you require from CT to achieve these milestones?

References

Name 3 persons, preferably former supervisors or professors familiar with your qualifications, with whom we have your permission to contact

Name	Home Address & Phone No.	Office Phone Number	Relationship (tick)
			Ex-colleague Faculty Friends Supervisor Relative Other (specify)
			Ex-colleague Faculty Friends Supervisor Relative Other (specify)
			Ex-colleague Faculty Friends Supervisor Relative Other (specify)

Pre-employment Statement

I authorize CT to obtain information regarding my employment and educational records from former employers, school and college officials and persons named herein as references, and I release all concerned from any liability in connection therewith.

If employed by CT, I understand that such employment is subject to the policies and regulations of the company.

I further understand that any false statements or misrepresentations made by me on this application or any supplement thereto will be sufficient grounds for immediate termination.

I understand that my employment at CT shall be conditioned upon the successful completion of medical tests upon the request of the company.

I understand that if CT employs me, my employment will not be for any specified term and may be terminated by me or by the company any time for any reason.

Signature
Name of Candidate

Date: