



HRD/AL/01
Date: 2/06/14
Revision # 00

Application for Employment

**Place recent
Passport Size
Picture**

Application for the post/position of _____

Instructions:

- i: Personal information should be filled in capital letters.
- ii: only properly filled /complete forms will be considered.
- iii: No information should be left blank(in case if any information is not applicable, NA/ Nil should be filled)

Personal Information

1. Name: _____

2. Father's Name: _____

3. Cell #: _____ Email id _____

4. CNIC #:

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5. Nationality: _____ Date of Birth: ____/____/____

6. Domicile: _____ Religion: _____

7. **Only for Marketing:** Annual Business Target: Rs.-----

8. Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	9. Marital Status Married <input type="checkbox"/> Unmarried <input type="checkbox"/>	10. Blood Group: _____ Height: _____ Weight: _____
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10. Permanent address: -----
 ----- Phone # -----
 Tehsil: ----- Distt: ----- Province: -----

11. Present address: _____
 _____ Phone # _____
 Tehsil: _____ Distt: _____ Province: _____

List of Documents to be attached with (please check the boxes if attached)

- | | |
|--|--|
| 1: C NIC (valid) <input type="checkbox"/> | 3: Copy of educational documents <input type="checkbox"/> |
| 2: 3 passport size latest Photographs <input type="checkbox"/> | 4: Experience certificates (if any) <input type="checkbox"/> |

Provide two references:

Name: _____, Organization-----Designation-----Contact number-----

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II. Academic Background:						
Qualification(Starting from last degree you have)						
Degree Held	Field of study	Institution	From	To	Division/ Grade	Position (if any)

III. Provide Details of Professional Training, Certifications, Courses etc.					
Course/Diploma/Certification	Field of Study	Institution	Duration		Results
			from	To	

IV. Computer Literacy					
HW/SW Applications	No	Little	Good	Excellent	
MS Word					
MS Excel					
MS Power Point					

V. Total working experience:					
Organization	Position	Period		Per month pay Drawn	Reasons of leaving
		From	To		

VI. Declaration:					
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By signing below and submitting this application form, I _____ S/o, D/o

_____ do hereby declare and confirm that the information provided above, is correct to the best of my knowledge and nothing has been concealed.

Signature of applicant: _____

Date: _____

Recommendation by HOD: _____ _____ _____ Signature _____	Approval by Chairman/CEO: _____ _____ _____ Signature _____
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