

TAKAHATA PRECISION INDIA PVT. LTD.

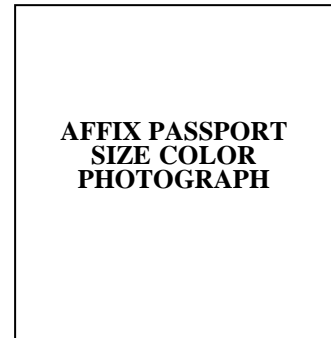
Employee Application Form

Post Applied for : _____

Applied through: _____

Interview Date: _____

Full Name : _____
 (Surname) (First) (Middle)



Present Address: _____

| | |
|---------|-------|
| Phone: | _____ |
| Mobile: | _____ |

Permanent Address: _____

| | |
|---------|-------|
| Phone: | _____ |
| Mobile: | _____ |

E-Mail : _____

Passport Details:

| Passport No. | Place of Issue | Date of Issue | Valid Upto |
|--------------|----------------|---------------|------------|
| | | | |

PERSONAL DATA

| Date of Birth | | | Place of Birth | Home Town | Physical | | | |
|---------------|-------|------|----------------|-----------|-------------|--------------|--------|-------------|
| Date | Month | Year | | | Age (Years) | Height (Cms) | Weight | Blood Group |
| | | | | | | | | |

Marital Status:

Single Married Divorced Date of Marriage: _____

Family Members : (Parents, Siblings, Spouse, Children)

| Name | Age | Relationship | Occupation |
|------|-----|--------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |

Academic/Professional Background:**Full Time Course** (Start with your last qualification and work down to School education)

| S. No | Qualification | Name of University/ Board | Name & Address of School/College | Date of | | Principal Subjects | Div./ Rank | % Marks |
|-------|---------------|------------------------------|----------------------------------|---------|---------|--------------------|------------|---------|
| | | | | Entry | Passing | | | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

Part Time / Correspondence courses

| S. No | Qualification | Name of University/ Board | Name & Address of School/College | Date of | | Principal Subjects | Div./ Rank | % Marks |
|-------|---------------|------------------------------|----------------------------------|---------|---------|--------------------|------------|---------|
| | | | | Entry | Passing | | | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |

Please explain reasons for any _____ :
intermediate periods when education was
interrupted:

Scholarships/Merit awards: _____ :

Technical / Professional Training (Sponsored by Company)

| Sr | Course Title | Duration | Sponsored by | Conducted by |
|----|--------------|----------|--------------|--------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Computer Proficiency : _____ :

Member of any Professional Institution _____ :

Overseas visits/Purpose _____ :

Languages Known (Mother tongue first)

| Language | Read | Write | Speak |
|----------|------|-------|-------|
| | | | |
| | | | |
| | | | |

WORK EXPERIENCE

Present Organization (Mention apprenticeship training separately)

| S. No | Company's Name, Location | Last Designation | Deptt. | Employed | | Annual CTC | Reason for Leaving |
|-------|--------------------------|------------------|--------|----------|----|------------|--------------------|
| | | | | From | To | | |
| | | | | | | | |
| | | | | | | | |

Nature of Job:

Last Organization (Mention apprenticeship training separately)

| S. No | Company's Name, Location | Last Designation | Deptt. | Employed | | Annual CTC | Reason for Leaving |
|-------|--------------------------|------------------|--------|----------|----|------------|--------------------|
| | | | | From | To | | |
| | | | | | | | |
| | | | | | | | |

Nature of Job:

Last Organization (Mention apprenticeship training separately)

| S. No | Company's Name, Location | Last Designation | Deptt. | Employed | | Annual CTC | Reason for Leaving |
|-------|--------------------------|------------------|--------|----------|----|------------|--------------------|
| | | | | From | To | | |
| | | | | | | | |
| | | | | | | | |

Nature of Job:

Last Organization (Mention apprenticeship training separately)

| S. No | Company's Name, Location | Last Designation | Deptt. | Employed | | Annual CTC | Reason for Leaving |
|-------|--------------------------|------------------|--------|----------|----|------------|--------------------|
| | | | | From | To | | |
| | | | | | | | |
| | | | | | | | |

Nature of Job:

Total Years of experience:

Total number of job changes:

Have you been unemployed at any time?

If so, please specify the period and the reasons:

| | | |
|------------------------|---|--|
| Major strengths | 1 | |
| | 2 | |
| | 3 | |

| | | |
|-----------------------|---|--|
| Major weakness | 1 | |
| | 2 | |
| | 3 | |

Highlight your career achievements:

Career objective for next 5 years:

| | | |
|--|-----|---------------------|
| Have you ever attended any Interview at Takahata precision India Pvt. Ltd. | Yes | Date of Interview : |
| | No | Position : |

Salary

| | | | | | |
|--|--|------------------------|--------------------------|----------------|--------------------------|
| Your Present CTC Per Annum (Please attach break-up in a separate sheet:) | | Expected CTC Per Annum | | | |
| | | Negotiable | <input type="checkbox"/> | Not negotiable | <input type="checkbox"/> |

Joining / Notice period required :

References: List any three persons not related to you, who are professionally known to you.

| S. No | Name | Designation | Company | Contact No. | Email ID |
|-------|------|-------------|---------|-------------|----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

DECLARATION

I certify that the foregoing information is correct & complete to the best of my knowledge and belief and nothing relevant has been concealed. I am not aware of any circumstances which might impair my fitness for employment in **Takahata Precision India Pvt. Ltd.** I understand that if I am found at any time to have concealed or misrepresented any material/facts or information against any of the above particulars, my appointment in the company shall be liable to summary termination without notice.

Place : _____ **Date :** _____ **Signature :** _____

For office use only

Head of Deptt.

Head - HR

MD/ Director

HRM - F - 02/00/10th July 2013