

## APPLICATION FOR EMPLOYMENT

1. PLEASE FILL UP THE FOLLOWING BLANKS IN **BLOCK LETTERS**
2. PLEASE MARK **NA** AGAINST COLUMNS WHICH ARE NOT APPLICABLE TO YOU

Post Applied for \_\_\_\_\_

Reference No. of post applied(As per Advertisement)\_\_\_\_\_

Date of Written Exam (in case of Walk- in Interview)\_\_\_\_\_

Please affix the  
recent passport  
Size photo

### PERSONAL DATA

1. Name (in Block Letters).....
2. Name & Occupation of Father/Husband .....
3. Address for Communication .....
- .....
- ..... Pin .....
- Mobile No: .....
- Alternate Number : .....
4. Permanent Address .....
- .....
- ..... Pin.....
5. Email ID .....
6. Date of Birth (DD/MM/YYYY) \_\_ / \_\_ / \_\_ Mother Tongue.....
7. State of Domicile .....Nationality .....
8. Religion ..... Aadhar Number .....
9. Sex: Male/ Female ..... Marital Status .....
8. Languages Known 1.....2.....3.....
10. Do you belong to SC/ST/OBC/Ex-Serviceman/PH (Yes/ No)  
Category .....Whether proof attached (Y/N).....
11. Do you have any relative working with HLL Lifecare limited? (Yes/No)  
If yes, Please give details .....
12. Have you ever been arrested/convicted by any court/ any vigilance case pending (Yes/No)
13. Notice Period (in Days)..... Willingness to work anywhere in India (Yes/ No)

14. **Educational Qualification** (Additional sheets can be used if needed)- *Please attach copies*

	Qualification (With Specialization)	Name of university/ College/ School	Percentage	Year of Completion	Full time/ Part time/ Distance
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduation					
PG					
Others					

15. **Previous Experience-** *Please attach copies of Experience & Relieving Letter, latest Salary Slip.*

	Employer's Name & Address	Current Designation	Period (in DD/MM/YYYY form)			Gross Salary with Salary Scale, if any
			Joined on	Left on	Total Exp.	
Latest Exp			__/__/____	__/__/____		
Exp 2			__/__/____	__/__/____		
Exp 3			__/__/____	__/__/____		
Exp 4			__/__/____	__/__/____		
Exp 5			__/__/____	__/__/____		
Exp 6			__/__/____	__/__/____		

16. **Check List :** *(Please attach the documents as per the below order)*

1. *Duly filled application form (With reference number), Updated Biodata / CV*
2. *Education certificates : 10<sup>th</sup> Standard, 12<sup>th</sup> standard, Graduation, PG*
3. *Experience Certificates : All Experience & Relieving Certificates, Latest Salary slip*
4. *Creamy Layer/ Community / Physical Disability Certificate (Latest within 6 Months)*
5. *Proof of Date of Birth, Copy of Aadhar Card/ Election ID*
6. *Other relevant certificates (Diploma's, Trainings, Achievements etc.)*

17. **Details of 2 References** *(for Assistant Manager and Above only)*

	Name of Person	Employment Status & Designation	Relationship with the person (in Yrs)	Contact number	e-mail address
Reference-1					
Reference-2					

I hereby declare that the information furnished above is true to the best of my knowledge and belief and I fully understand that if any information given above is found false, my services are liable to be terminated at any time without any notice by the Management.

**Date :**

**Place :**

**Name & Signature**