



CONSOLIDATED CONSTRUCTION CONSORTIUM LIMITED

APPLICATION FOR EMPLOYMENT

Note :

1. All entries should be made in candidate's handwriting.
2. Any subsequent change in the particulars given in the application should be intimated to the Personnel Department within a week of such change.
3. Use additional sheets if required.
4. The candidate will render himself/herself liable to summary dismissal if it is found that any information given by him/her is incorrect or any relevant information has been suppressed.

APPLICATION NO.



POSITION APPLIED FOR

PERSONAL DATA

1. Full Name in Block Letters _____
2. Father's Name and Occupation _____
3. Present Address

Phone : _____
4. Permanent Address

Phone : _____
5. E-mail Address _____
6. Age _____
7. Date of Birth
 2 0
 D D M M Y Y
8. Nationality Religion Caste Sex

9. (i) Marital Status : Unmarried / Married / Separated / Divorced

(ii) Particulars of family

Sl.No.	Name	Sex	Age	Relationship	Whether Employed	Employed in / as

(ii) Languages known :

Mother Tongue

Language	Read	Write	Speak

(iii) Hobbies :

(iv) Extra-curricular activities :

Sports :

Cultural :

ACADEMIC DATA :

10. Academic / Professional / Technical Qualification

Sl.No.	Name of the University	Examination Passed	Year of Passing	Class

INHOUSE TRAINING :

11. Apprenticeship / Practical / Specialised Training underwent

Sl.No.	Nature of Training	Organisation / Institute	Duration		Result
			From	To	

12. Professional Achievements :

WORK EXPERIENCE :

13. Past Experience (Please enclose photocopy of all appointment orders)

Sl. No.	Name & Address of the employer	Period			Sl. No.	Projects handled by you	Your Responsibility	Value of work handled by you
		From		To				
		Month	Year	Month Year				

Sl. No.	Name & Address of the employer	Period			Sl. No.	Projects handled by you	Your Responsibility	Value of work handled by you
		From		To				
		Month	Year	Month				

14. Information regarding specialisation in any field and other matters of interest.

15. Minimum salary acceptable including all allowances on cost to the company basis :

16. Last drawn salary (attach photocopy) :

17. Time required for joining, if selected :

18. Are you interested to work anywhere in India? : Yes No
If no, give your preferences :

19. Exposure to computers :

20. Any other details you wish to furnish :

21. Any of your relatives / friends is working with CCCL :

22. References :

1.	2.
Name _____	Name _____
Designation _____	Designation _____
Address _____	Address _____
_____	_____
Phone No. _____	Phone No. _____

23. Copies of Testimonials attached :

1. _____
2. _____
3. _____
4. _____
5. _____

I confirm that all information provided by me in this application form and bio-data enclosed are true to my best of knowledge and belief. I understand I am liable for summary dismissal from service of CCCL, if information provided by me is found to be false later or it is found later that I have willfully suppressed required information.

Place :

Date :

Signature of the Applicant

INTERVIEWER'S ASSESSMENT

Rate each characteristic from 1 to 5, with 1 being the highest rating and 5 being the lowest.

Personal Characteristics

Personal appearance

Poise, manner

Speech

Cooperation with interviewer

Job-related Characteristics

Experience for this job

Knowledge of job

Interpersonal relationships

Effectiveness

Overall rating for job

	1	2	3	4	5	Comments

1	2	3	4	5
--Superior--	--Above Average-- (Well qualified)	--Average-- (Qualified)	--Marginal-- (Barely qualified)	--Unsatisfactory--

Remarks _____

Interviewed by : Signature _____ Date _____
 Name : _____

(TO BE FILLED IN BY THE PERSONNEL DEPARTMENT)

Interviewed by : _____ on _____

Remarks _____

Appointed by : _____
 Date of appointment : _____
 Salary fixed : _____
 Post to which appointed : _____
 Place of Posting : _____
 Nature of Appointment : Temporary / Permanent / Trainee / Probation

For MD's approval

Remarks by MD

Signature of the Managing Director