

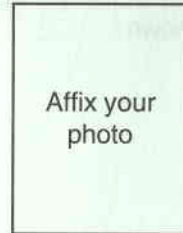
**CONSOLIDATED
CONSTRUCTION
CONSORTIUM LTD**

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

Mobile :	Phone :

4. Permanent Address

5. E-mail Address _____

6. Age _____

7. Date of Birth

D	D	M	M	Y	Y				

Aadhar No.

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8. Nationality Religion Caste Sex

9. (i) Marital Status : Unmarried / Married / Separated / Divorced - If Married Marriage Date.....

(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				

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		From	To	Month	Year				

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

For Office use only

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
Personal appearance						
Poise, manner						
Speech						
Cooperation with interviewer						
Experience for this job						
Knowledge of job						
Interpersonal relationships						
Effectiveness						

1

--Superior--

2

--Above Average--
(Well qualified)

3

--Average--
(Qualified)

4

--Marginal--
(Barely qualified)

5

--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