



# **APPLICATION FORM FOR EMPLOYMENT**

NAME OF APPLICANT :

POSITION APPLIED FOR / PREFERRED :

Affix recent  
Passport size photograph

## **INTRODUCTORY NOTE**

This form is important for our selection procedure. It is designed to enable you to record the main points about your personal experiences and your ideas about the future.

If you are invited to an overview, the contents of this form will be used as a basis for discussion. Topics which might be covered at an interview are raised now so that you may give them consideration in advance. You will then be able to amplify or modify what you have said, or introduce anything new which you feel might have a bearing on your application.



**Vitaliz Biosciences Pvt Ltd**

Houston & Bangalore



## SECTION I

Full Name in Block Letters :

Dr. / Mr. / Ms.

FIRST NAME

MIDDLE NAME

SURNAME

Age	Date of Birth	Nationality	Marital Status/ Date of Marriage	Names of Children	Date of Birth

Identification Marks	Height	Weight	Passport No.	Place of Issue	Validity
1)					
2)					
3)					

Father's Name :

Occupation :

Organisation :

Spouse's Name :

Occupation :

Organisation :

Dependents, if any (other than children)			
Name	Date of Birth	Age	Relationship
1			
2			
3			
4			

Address to which we should write :

Permanent Address

Tel.No.

PIN :

Tel.No.

PIN :

Do you suffer from any illness or health problem like epilepsy, somnambulism, insomnia, hypertension cardiac ailment, schizophrenia, psychosis and AIDS?. If yes, please give details:

Did you suffer from any illness during the past 5 years which caused absence from duty more than a month ? If yes, please give details:



Do you suffer from any physical deformity or impairment? If yes, please give details :

Do you have a driving licence? If yes, please give No. \_\_\_\_\_ and expiry date :

1. If you have any relatives / friends in our Company, please give details :
  
2. Please indicate how you came to know about the vacancy in the Company.
  
3. If you have close relatives, friends etc., working in Vitaliz Biosciences Pvt. Limited, please give their details with names of the company, place of posting, positions / post held etc.,

Present Employer :

Address :

Tel.No. :

If you had applied in the past for a post in any of our units, please give details such as post applied for, year and the outcome :



Names and addresses of three persons (other than relatives) holding responsible positions in industry/ government/educational institutions, who you know closely and to whom we may write for references :

Name :

Name :

Name :

Address :

Address :

Address :

Tel No. :

Pin :

Tel No. :

Pin :

Tel No. :

Pin :

### **EDUCATION (beginning with S.S.C.)**

Sl. N	Month, Year	School, College, University or other Institution	Examinations passed or impending, major subjects (Post S.S.C.)	Result		Scholarships & other Distinctions
				% Marks obtained	Year of passing	
1.						
2.						
3.						
4.						
5.						

### **OTHER QUALIFICATIONS : (attach sheet if necessary)**

1.

2.

3.

### **TECHNICAL / PROFESSIONAL TRAINING :**

Dates		Name of Institution/ Firm	Type of Training & subjects studied	Qualifications gained including membership of professional institution
From	To			

### **ACTIVITIES AND POSITIONS OF RESPONSIBILITY :**

Types of Activities	At School	At College	Elsewhere
Official positions held : Prefect, Union Officer, etc.			
Societies and Clubs : Membership, Offices held, etc.			
Sports : Participation,			

Offices held - Captain,  Secretary, etc.			
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**WORK EXPERIENCE (beginning with your present job) (attach sheet if necessary)**

Dates		Employer	Positions held and nature of work	Salary p.m (excl. benefits)
From	To			

**LANGUAGES**

**KNOWN:**

What languages can you speak?

(Mention mother tongue first and underline)

1. 2. 3.

What languages can you read? 1. 2. 3.

What languages can you write? 1. 2. 3.

Please give details of salary & benefits of the present job.

Sl.No	Details		Amount
1	BASIC SALARY		
2	ALLOWANCES		
	I	H.R.A	
	II	Conveyance	
	III	Gardener	
	IV	Servant	
	V	Driver	
	VI	Guard	
	VII	Children's Education	
3	PERQUISITES		
	I	LTA	
	II	Domicillary Medical	
	III	Hospitalisation	
	IV	PF	
	V	Gratuity	
	VI	Superannuation	
	VII	Others	
	Total (basic+Allowances+Perquisites)		

Expected Emoluments

Sl.No.	Details	Amount
1	Basic Salary	
2	Allowances	
3	Perquisites	
4	Total (Basic+Allowances+Perquisites)	



State any outstanding contributions or anything in your work experience which you consider has an important bearing on your present application.

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**OTHER INTERESTS & PURSUITS :**

What activities do you enjoy most in your personal life ?

What satisfaction do you derive from them and how do you see these developing in the future ?

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Add anything you feel which would be helpful in amplification or comment ?

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Why do you want to join this Company ?

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Time required for joining : \_\_\_\_\_

Are you willing to work anywhere in India? If not, please state the factors constraining your locational preferences.

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I hereby declare that all the foregoing information is true to the best of my knowledge and that any misrepresentation by me in this application will disqualify my candidature.

Date .....

Signature of candidate .....



## **STATEMENT OF PURPOSE**

Applicants are advised to write a few paragraphs about themselves, their capabilities, their exposure objectives in life, their achievements and why they believe that they will be a good fit at Vitalis