

MICRO LABS LIMITED

No. 27, Race Course Road, Bangalore - 560 001

APPLICATION FOR EMPLOYMENT

Position Applied for: Referred by:											Photo												
Personal Data																							
NAME: Mr./Miss/Mrs./Dr.																							
Sur Name Middle Name First Name																							
PRESENT	PRESENT ADDRESS											-1											
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NATIONAL	NATIONALITY NATIVE PLACE																						
DRIVING L	DRIVING LICENSE PAN NO.																						
MARTIAL S	MARTIAL STATUS Single Married Divorced Widowed																						
DATE OF MARRIAGE NUMBER OF CHILDREN																							
Family Background																							
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FATHER										L								Υ	es			No	
MOTHER																		Υ	es			No	
SPOUSE																		Υ	es			No	
CHILD 1																		Υ	es			No	
CUILD 3						I	I	l	1	ı	I .	ı						\ \/			I	NI.	ı 7 l

COURSE / DEGREE	SPECIALIZATION	UNIVERSIT	Y/ BOARD	YEA	R OF PAS	SING	CLASS / %AG
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Explain breaks if any							
2. COMPUTER PROFICIEN	CY	3. LAN	IGUAGE PRO	OFICIEN	NCY		
Excellent • C	Good Average		Read	Write	Sp.	eak	Understand
PACKAGES & LANG	UAGES		LANG	SUAGE:	S		
4. TRAINING / PROFESSIO	NAL COURSE DETAI	LS	DURATIO	ON	YEAR	0.5	RGANIZED BY
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Current Remuneration Rs.			PA / CTC							
Components	Rs. (Per month)	Rs.(Per annum)	Benefits	Rs.(Per annum)						
Basic			Medical							
House Rent Allowance			Leave Travel Allowance							
Conveyance Allowance			Bonus							
Education Allowance			Provident Fund							
Telephone			Superannuation							
Any other specify			Any other specify							
(i)			(i)							
(ii)			(ii)							
(iii)			(iii)							
Total			Total							
Expected Remuneration Rs. PA / CTC Please draw the organizational chart of your last organization, specifically indicating your position, designation and grades of people to whom you reports as well as your peers equivalent to you.										
Mention in brief the fo	ollowing									
Your major achievements										
• What makes you the best choice for this job?										
Hobbies										
Any other informat	ion									

General Data										
1. Are any of your relatives employed by Micro Labs Ltd? Yes No If yes, then specify										
Name Relation										
2. Have you applied to Micro Labs Ltd. Before? Yes No If yes, for										
Position On Date										
3. Have you been employed by Micro Eros Ltd. Before? Yes No If yes, for										
Position										
from to to										
4. If selected, when can you join	n the company?									
5. Were you convicted in any cr	riminal offence? Yes 1	No If yes, give	details							
6. References										
NAME	DESIGNATION & COMPANY	PHONE NUMBER	PERIOD KNOWN CAPACITY							
1.										
2.										
I hereby testify that, all the fore	going information is true and	correct to the best of	of my knowledge and belief,							
& I accept that if any information			_							
or dismissal from service without	t any notice or liability accruin	g to the company ir	n this regard.							
Date										
Place		Signature	e of the Applicant							
INSTRUCTION										
★ All relevant fields are MANDATORY and are to be duly filled.										
Interviews Remarks										
Grade		Designation								
Division		Function								
Location		Salary negotiated	l/Offered							
Signature of HR Head Signature of Divisional / Dept. Head										