



METALLIZING EQUIPMENT COMPANY PRIVATE LIMITED
E-101, M.I.A., PHASE-II, BASNI, JODHPUR - 342 005 (INDIA)
PH: - 0291-2747601, EMAIL ID hrd@mecpl.com
WEBSITE: -www.mecpl.com

APPLICATION FORM

PHOTO

Position Applied for :	Ref :
Location:	Date :

A. PERSONAL DETAILS:

Full Name in Block Letters	Cell #
FIRST NAME MIDDLE SURNAME	email id :

Educational Qualifications:

Father's Name:

Permanent Address :	Present Address :	Date of birth		Age	
		Blood group		Sex	M / F
		Marital status	M / UM	Height	
		Religion		Weight	
		Caste		Eyesight	
		Birth place		No. of kids	
Phone#	Phone#				

B. FAMILY BACKGROUND: (Parents, brothers, sisters, children etc.)

SN	NAMES	D.O.B.	Relation	Education/ Qualification	Occupation	Whether dependent on you

Languages known:

Spoken:

Read :

Write :

DOC. No.	F/HR/6.2.2/05	PAGE No.	ISSUE No.: 01	REV. No: 01	REV DT.	02-09-2013
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Any disability –

Membership of Professional Organization/Social Institution:

Hobbies, Interest & Achievements:

C. EDUCATION & TRAINING:

(i) Education:

	Examination passed	Name of School / College, and Board / University	Year of passing	% of Marks	Main subject
8 th / X th					
XII th					
ITI / DIPLOMA					
UG					
PG DEGREE					
Professional or Technical course					

(ii) Projects undertaken, if any:

Topic of Project	Type of Project / Agency	Place of Project	Project tenure

(iii) Training undertaken, if any:

Topic of Training	Type of Training	Place of Training	Period of Training

(iv) Computer Exposure:

Particulars			
Language			
Operating system			
Software			

DOC. No.	F/HR/6.2.2/05	PAGE No.	ISSUE No.: 01	REV. No: 01	REV DT.	02-09-2013
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D. SPECIFIC INFORMATION:

Mention Scholarship, Awards won etc.	Participation in short duration courses -
Have you ever been changed from a job?	

E. WORK EXPERIENCE:

Duration		Name & Address of Employer	Designation & Nature of duties	Gross salary per annum	Reasons for leaving
From	To				

Brief description of the Company you have served:

F. PRESENT EMPLOYMENT:

Name and Address of Employer: -----

----- Phone #------
Nature of Business ----- Annual Turnover -----
Date of Joining ----- Position on joining -----
Present position ----- w.e.f. -----
Reporting to ----- Persons reporting to you -----

Key Job Responsibilities:

DOC. No.	F/HR/6.2.2/05	PAGE No.	ISSUE No.: 01	REV. No: 01	REV DT.	02-09-2013
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Is there anything in your experience that you think would be of particular interest to us:

Present Salary (CTC) – give detail:

Expected Salary (CTC):

Minimum period required for Joining:

Additional information, if any:

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G. REFERENCE: Names, addresses & occupations or positions of two persons, other than relatives, who holds responsible positions and are acquainted with you to whom the management could make a reference -

1.	2.
Cell #	Cell#

I do hereby solemnly affirm and declare that the aforesaid information is correct and nothing has been concealed therefrom. If any of the above information is found to be false or incorrect during the course of my employment, the management will be fully competent to dismiss me and the same will be deemed to be part of contract of employment.

Date:

Signature

FOR OFFICE USE ONLY:

Remarks of Interviewer:

Appointed / Rejected

DOC. No.	F/HR/6.2.2/05	PAGE No.	ISSUE No.: 01	REV. No: 01	REV DT.	02-09-2013
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