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Application for the post of Receptionist

Ref : Advertisement in \_\_\_\_\_ Dated : \_\_\_\_\_

Demand Draft No. \_\_\_\_\_ Issuing Bank: \_\_\_\_\_ Date: \_\_\_\_\_

- 1 Name in full (Surname last) : \_\_\_\_\_
- 2 Father's name : \_\_\_\_\_  
 a) Profession and (b) Place of work : \_\_\_\_\_
- 3 Mother's name : \_\_\_\_\_  
 a) Profession and (b) Place of work : \_\_\_\_\_
- 4 Spouse's name : \_\_\_\_\_  
 a) Profession and (b) Place of work : \_\_\_\_\_
- 5 a) Date of birth : \_\_\_\_\_ b) Age on 31<sup>st</sup> Dec. of this year : \_\_\_\_\_
- 6 Place of birth : \_\_\_\_\_
- 7 Mother tongue : \_\_\_\_\_
- 8 Languages spoken at home : \_\_\_\_\_
- 9 a) Height (in cm.) : \_\_\_\_\_ b) Weight (in kg.): \_\_\_\_\_
- 10 Address for communication : \_\_\_\_\_

PIN: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

- 11 Permanent address : \_\_\_\_\_

PIN

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

- 12 Marital status (✓ where applicable) :  Married  Unmarried  Divorced/Separated  Any other

Details of children, if applicable : a) Number : \_\_\_\_\_

: b) Age : \_\_\_\_\_

: c) Sex : \_\_\_\_\_

13 Educational Qualifications\* : \_\_\_\_\_

**a) Academic:**

| Exam. Passed | Name of the School / College/Univ. | Subjects | % / Grade | Year of passing | Board / University |
|--------------|------------------------------------|----------|-----------|-----------------|--------------------|
|              |                                    |          |           |                 |                    |
|              |                                    |          |           |                 |                    |
|              |                                    |          |           |                 |                    |
|              |                                    |          |           |                 |                    |
|              |                                    |          |           |                 |                    |

**b) Professional:** \_\_\_\_\_

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14 Total experience (Years): \_\_\_\_\_

15 Details of employment \* (Starting with **Current**) :

| Name of the Institution | Designation | Nature of duties | Period of employment | Reason for leaving |
|-------------------------|-------------|------------------|----------------------|--------------------|
|                         |             |                  |                      |                    |
|                         |             |                  |                      |                    |
|                         |             |                  |                      |                    |
|                         |             |                  |                      |                    |
|                         |             |                  |                      |                    |

(\* Please attach a separate sheet, if necessary)

16 Achievement in *Co-curricular* activities/**Hobbies**: \_\_\_\_\_

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17 Your (a): Strengths/Special Assets: \_\_\_\_\_

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(b): Areas you need to improve in: \_\_\_\_\_

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18 Which activities besides your area of specialization can you handle?: \_\_\_\_\_

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19 Mention an incident where your intervention helped to have the situation under control: \_\_\_\_\_

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20 Why do you consider yourself most suitable for the post? \_\_\_\_\_

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## 21 Proficiency in languages:

| Language | Speaking proficiency | Reading level | Writing quality |
|----------|----------------------|---------------|-----------------|
|          |                      |               |                 |
|          |                      |               |                 |
|          |                      |               |                 |
|          |                      |               |                 |

## 22 Salary:

| Salary                     | Scale of Pay | Basic Pay | Grade Pay | Allowances | Total |
|----------------------------|--------------|-----------|-----------|------------|-------|
| Last/currently drawn (Rs.) |              |           |           |            |       |
| Expected (Rs.)             |              |           |           |            |       |

## 23 If selected how much time would you require to join: \_\_\_\_\_

## 24 Four References (other than relatives) . Please provide full mailing address:

| <u>Personal</u> | <u>Professional</u> |
|-----------------|---------------------|
| <b>1.</b>       | <b>1.</b>           |
|                 |                     |
|                 |                     |
|                 |                     |
| Mobile:         | Mobile:             |
| E-mail:         | E-mail:             |
| <b>2.</b>       | <b>2.</b>           |
|                 |                     |
|                 |                     |
|                 |                     |
| Mobile:         | Mobile:             |
| E-mail:         | E-mail:             |

I hereby certify that the foregoing information is correct and complete to the best of my knowledge and belief, and nothing has been concealed. If at any time, I am found to have concealed any information or giving any false detail, I am liable for appropriate action.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_