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Application form 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 : _____

b) Place of work : _____

3 Mother's name : _____

a) Profession : _____

b) Place of work : _____

4 Husband's/Wife's name : _____

a) Profession : _____

b) Place of work : _____

5 a) Date of birth : _____ b) Age on 31st Jan. 2026 : _____

6 Place of birth : _____

7 Mother tongue & Religion : _____

8 Languages spoken at home : _____

9 a) Height (in cm.) : _____ b) Weight (in kg.): _____

10 a) PAN No: _____ b) Aadhaar No.: _____

11 Address for communication _____

PIN: _____

Phone : _____

Mobile: _____

E-mail: _____

12 Permanent address : _____

PIN: _____

Phone: _____

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

If married, details of children : a) Number : _____

: b) Age : _____

: _____

c) Sex : _____

d) Class & School _____

14 Educational Qualifications* : _____

a) Academic: (Attach Certificates)

Degree/ Exam. Passed Regular/ Distance	Name of the School / College/Univ	Subjects Specialisation	% / Grade	Year of passing	Board / University
SSC ()					
HSC ()					
B._____ ()					
M._____ ()					
()					

b) Professional: (Attach Certificates)

15 Total experience : _____

16 Details of employment * (Starting with **Current**) :

Employer	Designation	Nature of duties	Period from DD/MM/YYYY to DD/MM/YYYY	Reason for leaving

(* Please attach a separate sheet, if necessary)

17 Participation in *professional* programmes: _____

18 Achievement in *co-curricular* activities: _____

19 Hobbies: _____

20 Which activities besides your area of specialization can you handle?:

21 Mention an incident where your intervention helped to have the situation under control:*

22 Why do you consider yourself most suitable for the post?

23 Proficiency in languages:

Language	Speaking	Reading	Writing

24 Salary: (**Attach latest Pay Slip with a Bank Statement entry**)

Salary	Pay Level	Basic Pay	D.A.	Allowance	Total
Last drawn (Rs.)					
Expected (Rs.)					

25 If selected how much time would you require to join: _____

26 References (other than relatives). Please provide full mailing address:

Personal References

1.	2.
E-mail:	E-mail:
Mobile No.:	Mobile No.:

Professional References

1.	2.
E-mail:	E-mail:
Mobile No.:	Mobile No.:

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: _____