

TAKAHATA PRECISION INDIA PVT. LTD.

Employee Application Form

Post Applied for : _____

Applied through: _____

Interview Date: _____

Full Name : _____
(Surname) (First) (Middle)

AFFIX PASSPORT
SIZE COLOR
PHOTOGRAPH

Present Address:

Phone:	_____
Mobile:	_____

Permanent Address:

Phone:	_____
Mobile:	_____

E-Mail : _____

Passport Details:

Passport No.	Place of Issue	Date of Issue	Valid Upto

PERSONAL DATA

Date of Birth			Place of Birth	Home Town	Physical			
Date	Month	Year			Age (Years)	Height (Cms)	Weight	Blood Group

Marital Status:

Single ☐ Married ☐ Divorced ☐ Date of Marriage:

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Family Members : (Parents, Siblings, Spouse, Children)

Name	Age	Relationship	Occupation

Academic/Professional Background:

Full Time Course (Start with your last qualification and work down to School education)

S. No	Qualification	Name of University/ Board	Name & Address of School/College	Date of		Principal Subjects	Div./ Rank	% Marks
				Entry	Passing			
1								
2								
3								
4								
5								

Part Time / Correspondence courses

S. No	Qualification	Name of University/ Board	Name & Address of School/College	Date of		Principal Subjects	Div./ Rank	% Marks
				Entry	Passing			
1								
2								

Please explain reasons for any :
intermediate periods when education was
interrupted:

Scholarships/Merit awards: :

Technical / Professional Training (Sponsored by Company)

Sr	Course Title	Duration	Sponsored by	Conducted by
1				
2				
3				
4				

Computer Proficiency : :

Member of any Professional Institution : :

Overseas visits/Purpose : :

Languages Known (Mother tongue first)

Language	Read	Write	Speak

WORK EXPERIENCE

Present Organization (Mention apprenticeship training separately)

S. No	Company's Name, Location	Last Designation	Deptt.	Employed		Annual CTC	Reason for Leaving
				From	To		

Nature of Job:

Last Organization (Mention apprenticeship training separately)

S. No	Company's Name, Location	Last Designation	Deptt.	Employed		Annual CTC	Reason for Leaving
				From	To		

Nature of Job:

Last Organization (Mention apprenticeship training separately)

S. No	Company's Name, Location	Last Designation	Deptt.	Employed		Annual CTC	Reason for Leaving
				From	To		

Nature of Job:

Last Organization (Mention apprenticeship training separately)

S. No	Company's Name, Location	Last Designation	Deptt.	Employed		Annual CTC	Reason for Leaving
				From	To		

Nature of Job:

Total Years of experience:

Total number of job changes:

Have you been unemployed at any time?

If so, please specify the period and the reasons:

Major strengths	1	
	2	
	3	

Major weakness	1	
	2	
	3	

Highlight your career achievements:
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Career objective for next 5 years:

Have you ever attended any Interview at Takahata precision India Pvt. Ltd.	Yes		Date of Interview :
	No		Position :

Salary

Your Present CTC Per Annum (Please attach break-up in a separate sheet:)		Expected CTC Per Annum			
		Negotiable		Not negotiable	

Joining / Notice period required :

References: List any three persons not related to you, who are professionally known to you.

S. No	Name	Designation	Company	Contact No.	Email ID
1					
2					
3					

DECLARATION

I certify that the foregoing information is correct & complete to the best of my knowledge and belief and nothing relevant has been concealed. I am not aware of any circumstances which might impair my fitness for employment in Takahata Precision India Pvt. Ltd. I understand that if I am found at any time to have concealed or misrepresented any material/facts or information against any of the above particulars, my appointment in the company shall be liable to summary termination without notice.		
Place :	Date :	Signature :

For office use only

Head of Deptt.

Head - HR

MD/ Director

HRM - F - 02/00/10th July 2013