

Mouse over the field to get help/tips on filling the field. Use mouse or “Tab” & “Shift-Tab” to switch between fields.

Name						Work Experience - Years (0.0 format)	
Date Of Birth						Total	
Education	Please fill up all columns. Use Row 3 for Graduation & Row 4 for Post-graduation. Furnish either % or CGPA. For CGPA, give details in 0.00/0.00 format. Example – 3.40/4.00						
	Class / Degree/ Diploma	Specialisation	Board/ College / University	Year of Passing	%	CGPA	
	10 th					/	
	12 th					/	
						/	
						/	
Work History	Furnish details in <u>reverse chronological order</u> . Please do not include part-time jobs / assignments / summer placements etc. Enter period in dd/mm/yy format. It will display in mm/yy. Salary – annual salary.						
	Employer		Designation	Last salary	From	To	
Role Please summarise your roles, responsibilities, KRAs in your current assignment							
Key Skills Please summarise your skills that are relevant to the position applied for							
Current Gross Salary Please give the gross annual salary in the first field and the break-up in the second							
Notice / Time to join If made an offer, what is the time required by you to join.							
<p>days. Additional information:</p>							

Personal Information			
Gender			Marital Status
Family Provide details about your family Strike out what is not applicable Indicate whether they are elder or younger to you	Relationship	Occupation	
	Father		
	Mother		
If married For dependent children, furnish age, education, etc	Spouse		
	1	2	3
Email ID			
Phone Include area code			
Best Time to Contact			
References			
List three references (should not be related to you). Atleast two references must be superiors to you.			
Name			
Position			
Organisation			
Phone			
Email			
Other Information			
Please feel free to include any other information that you feel is important			

Thanks for your time!

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