

Appendix-H

EMPLOYMENT APPLICATION FORM
(CONTRACTUAL EXECUTIVES)
(PLEASE TYPE OR WRITE IN CAPITAL LETTERS)

Attach Your
Recent Photographs
(02 Nos.)

A. PERSONAL INFORMATION:

APPLICATION NO.	1. POSITION APPLIED FOR:	
2. NAME:	3. FATHER / HUSBAND'S NAME:	
	4. OCCUPATION:	
	5. POSITION HELD, IF IN SERVICE:	
6. DATE OF BIRTH (DD / MM / YY):	7. AGE AS ON CLOSING DATE () ____ YEARS ____ MONTHS	8. NATIONALITY
9. PLACE OF BIRTH: _____	10. CNIC NO: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _ <input type="checkbox"/>	
11. DOMICILE: _____	12. SEX: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	13. MARITAL STATUS: SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCEE <input type="checkbox"/>

14. PERMANENT ADDRESS: _____
PHONE: _____

15. CURRENT ADDRESS: _____
PHONE: _____

16. CORRESPONDENCE RESIDENTIAL ADDRESS FOR OFFICIAL PURPOSES: _____
PHONE: _____

17. MOBILE. NO _____ 18. Email: _____

B. EDUCATIONAL QUALIFICATION (BEGIN WITH THE MOST RECENT INSTITUTE ATTENDED)

NAME OF SCHOOL/COLLEGE AND UNIVERSITY ETC.	DATES ATTENDED			MAJOR SUBJECTS	DEGREE OR DIPLOMAS ACQUIRED WITH GRADES/DIVISION	
	FROM	TO	PASSING DATE			

DEGREE(S) RECOGNIZED BY HEC?

Yes

No

C. PROFESSIONAL/TECHNICAL DETAILS

For Engineers:

PEC Registration No. _____

Validity: _____

For CA's & ACMA's:

Membership No. _____

Date: _____

C . OTHER QUALIFICATIONS (IF ANY) _____

D . FAMILY INFORMATION

IMMEDIATE FAMILY	AGE	RELATIONSHIP	OCCUPATION	BLOOD GROUP

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19. HAVE YOU EVER UNDERGONE MAJOR SURGERY?
IF ANSWER IS YES, PLEASE GIVE DETAILS:

Yes No

20. HAVE YOU EVER BEEN CONVICTED /ARRESTED FOR ANY OFFENCE OTHER THAN TRAFFIC OFFENCE?
IF ANSWER IS YES, PLEASE GIVE DETAILS:

Yes No

21. APPLICATION IS IN RESPONSE TO :

ADVERTISEMENT (Ref No.)

REFERRED BY

OTHER

E. HOBBIES: _____

F. EMPLOYMENT HISTORY (PLEASE BEGIN WITH THE MOST RECENT EMPLOYMENT AND ACCOUNT FOR ALL UNEMPLOYMENT PERIODS)

S No	ORGANIZATION /ADDRESS	FROM	TO	POSITION HELD	SALARY (GROSS)	REASONS FOR LEAVING

22. HAVE YOU EVER BEEN PENALIZED FOR MISDEMEANOR IN ANY PREVIOUS EMPLOYMENT?
IF ANSWER IS YES, PLEASE GIVE DETAILS:

Yes No

23. TOTAL POST QUALIFICATION EXPERIENCE: _____ YEARS _____ MONTHS

24. PRESENT SALARY::

i) Basic Pay: _____

ii) Allowances: _____

iii) Gross: _____

iv) Any other Perks: _____

EXPECTED SALARY: _____

***Note:**

(Please attach salary certificate from present employer & copies of all attested relevant documents).

G. LANGUAGE PROFICIENCY

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MENTION YOUR MOTHER TONGUE	LANGUAGE	SPEAK	READ	WRITE
PUSHTO <input type="checkbox"/> ENGLISH <input type="checkbox"/>	ENGLISH			
URDU <input type="checkbox"/> PUNJABI <input type="checkbox"/>	URDU			
SINDI <input type="checkbox"/> BLOACHI <input type="checkbox"/>	OTHER			
OTHERS _____				

Briefly outline the factors that motivated you to apply for this position?

Briefly analyze the relevance of your experience with the position applied for?

H. REFERENCES KINDLY LIST THE NAMES AND ADDRESSES OF TWO PEOPLE (OTHER THAN RELATIONS) TO WHOM WE CAN REFER (ONE MUST BE FROM YOUR CURRENT EMPLOYER)

NAME	PROFESSION	ADDRESS	CONTACT NO.

I. APPLICANT'S STATEMENT

I confirm that the information given above is true and correct in all respects and is based on facts which can be supported with evidence /documents on demand. I am fully aware that any wrong information contained herein shall render me liable for disqualification at any stage or any other appropriate action by the employer.

Dated: _____ APPLICANT'S SIGNATURE: _____

For Office Use:

Checked By: _____