

Please complete all sections in BLOCK LETTERS in your own handwriting

## BIO-DATA

Please affix a recent  
passport size  
photograph

Name: \_\_\_\_\_

(First)

(Middle)

(Last)

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_\_ Place of Birth: \_\_\_\_\_

(DD/ MM/ YYYY)

Present Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

Mobile No.: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital Status: \_\_\_\_\_

If Married, Spouse's Name & Occupation: \_\_\_\_\_

Parent's Name & Occupation: (Father) \_\_\_\_\_

(Mother) \_\_\_\_\_

Details of Dependent's: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Languages Known:

Speak					
Read					
Write					

**Employment History & Work Experience:**

Particulars	Please Write Most Recent Employment First		
	1 (Latest)	2 (Earlier to Latest)	3 (Before that)
Job Title (Position)			
Location			
Working Period (From - To)			
Gross Salary Drawn			
Name of Organisation			
Address of Organisation			
Contact No. of Organisation			
Name of Immediate Supervisor			
His / Her Designation			
His / Her Contact No.			
Principal Duties/ Responsibilities			
Reason for Leaving Organisation			

If Given a Chance when can you join us?

 Immediately After 1 Month Notice Period if Any \_\_\_\_\_

**Educational Qualifications:**

Sr. No.	Passing Year	Qualification	Stream	Name of School / College / Institute	Board / University / Any Other Certification Institute	Result (%)	Grade
1		S. S. C.					
2		H. S. C.					
3		Diploma					
4		Graduation					
5		Post-Graduation					
6		PG Diploma					
7		Doctorate					
8							
9							
10							

APS ~ LLP

**GENERAL INFORMATION:**

☞ Please describe your STRENGTHS and WEAKNESSES:

STRENGTHS

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WEAKNESSES

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☞ Your Extra-Curricular / Leisure Activities (Hobbies)?

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☞ Any Other Information you may wish to provide:

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**References:** (One should be any Relative who is working with Govt. / Semi Govt. / MNCs / Large Corporates in responsible position & Second reference shall be any former colleague / Friend who is an adult and know you very well.)

1. Name Of Person : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Details : \_\_\_\_\_

Email ID : \_\_\_\_\_

Relationship : \_\_\_\_\_

Occupation : \_\_\_\_\_

2. Name Of Person : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Details : \_\_\_\_\_  
 Email ID : \_\_\_\_\_  
 Relationship : \_\_\_\_\_  
 Occupation : \_\_\_\_\_

### Declaration:

I hereby declare that all the information given by me is true to the best of my knowledge and any misrepresentation of facts by me in this application will entitle Aakanksha Professional Services LLP, Ahmedabad (APS~LLP) to take suitable action, as it may deem fit, including termination of contract of services.

Place : \_\_\_\_\_

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

Signature

Name: \_\_\_\_\_

### ◆ Mandatory Supporting Documents Required at the time of Joining:

#### In case of Experienced Candidates:

- ☞ Copy of Appointment Letter from Last Employer
- ☞ Copy of Promotion / Award / Increment Letter(s) if any
- ☞ Original Relieving / Experience Letter of Last Employer
- ☞ Copy of 6 Months Bank Statement in which Salary gets Credited / 3 Months' Salary Slips

#### In case of Experienced as well as Fresher's Candidates:

- ☞ Copies of Educational Certificates Mentioned in the 'Qualification' Page
- ☞ Copy of PAN Card
- ☞ Copy of Aadhar Card / Passport / Driving Licence / Voter ID Card (Any 2 Necessary)