



# Arthayan Bizfinmart private limited

## APPLICATION FORM FOR JOB

NOTE: Please don't alter or change the format of the application, any changes made will lead to rejection of Application.

Name & Address for Communication	Contact Nos:	Recent Photos:(PP Size) 1 to be pasted here + 2 extra Photos to be attached
Name:	Mobile:	
Gender: Male/Female	Tele:	
Address:	Email ID:	
	Skype ID:	

Post Applied for	
Preferred place of posting (Priority wise districts)	1. 2. 3.
Willingness to accept any other district other than the ones mentioned above(Yes/No)	
Date of Application (dd/mm/yyyy)	
Applied to FIRM earlier (Yes/No), if Yes then for which post.	
Source of Information about Vacancy	

Sir,

In response to your advertisement on your website / .....  
 .....newspaper dated..... I offer myself as a candidate for the post  
 of.....in your organisation. I furnish here below the particulars:

### 1 PERSONAL DETAILS

1	Name in Full (with Expansion of Initials)					
2	Name of Father or Husband					
3	Place of Domicile (with Address)					
4	Date of birth and Age in years as on Date					
5	Caste (please tick)	SC	ST	BC	OBC	General
6	Languages Known	<b>Write</b>	<b>Read</b>	<b>Speak</b>		



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7	Marital Status and Details of Spouse	Married/Single	If married, Name of Spouse		
		If spouse is employed, furnish details with address:			
		Employer :			
		Address:			
		Designation or Nature of Job:			
8	Details of Family	No. of Children: Male:..... Female:.....			

## 2 ACADEMIC / EDUCATIONAL QUALIFICATIONS

INSTITUTE	YEAR of Passing	QUALIFICATION	% Mark / Grade & Division	Regular Course or Correspondence
OTHERS (Awards/achievements etc)				

## 3 DETAILS OF COMPUTER PROFICIENCY

Proficiency in	Excellent	Good	Average
MS Word			
Excel			
PowerPoint			
Tally 9 or more			
Any other(Please specify)			

## 4 WORK EXPERIENCE (Latest Experience First) : TOTAL EXPERIENCE:.....YRS, RELEVANT EXP.....YRS



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<b>1. NAME &amp; ADDRESS OF ORGANISATION</b>	
<b>DESIGNATION</b>	
<b>PERIOD</b>	<b>FROM: .....</b> <b>TO.....</b>
<b>Details of Work / Job Profile:</b>	
<b>2. NAME &amp; ADDRESS OF ORGANISATION</b>	
<b>DESIGNATION</b>	
<b>PERIOD</b>	<b>FROM: .....</b> <b>TO.....</b>
<b>Details of Work / Job Profile:</b>	
<b>3. NAME &amp; ADDRESS OF ORGANISATION</b>	
<b>DESIGNATION</b>	
<b>PERIOD</b>	<b>FROM : .....</b> <b>TO.....</b>
<b>Details of Work / Job Profile:</b>	
<b>4. NAME &amp; ADDRESS OF ORGANISATION</b>	
<b>DESIGNATION</b>	
<b>PERIOD</b>	<b>FROM : .....</b> <b>TO.....</b>



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Details of Work / Job Profile :	
5. NAME & ADDRESS OF ORGANISATION	
DESIGNATION	
PERIOD	FROM : ..... TO.....
Details of Work / Job Profile:	

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## 5 REFERENCES

(Indicate the names and full details (address/ telephone Nos and email IDs) of TWO Referees. The two referees must not be related to you. In the case of experienced candidates, one referee should be his/ her previous employer. **Friends, neighbours, relatives, family members are not considered as Referees.**

1	Name and address of reporting officer of last attending/ attended with email and Contact Numbers	
2	Name and address of any eminent person known to the candidate for two years or more near place of residence candidate with email and Contact Numbers	
3	Name and address of any eminent person known to the candidate for three years or more with email and Contact Numbers	

6	Last salary Drawn CTC per annum Rs..... Gross Salary per month Rs..... Net Salary per month Rs..... Expected Salary per month Rs.....	Salary slip statement of last two months.
	Any Other relevant information	

7 **Notice Period** you have with the current organization ..... months

8 Do you any existing relationship with any of the current employee of FIRM - YES/NO

If YES, please mention the details –

- Name of the organisation
- Name of the employee
- Designation

9 Any other details the candidate wishes to furnish, especially, regarding the experience relating to finance or relevant to the job applied for (Not exceeding 100 words):

10 I certify that the particulars furnished above are true and correct to the best of my knowledge.

Place	Signature (Please sign at X within Space below.)
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	Signature shall be used for issuing Identity cards and office records as necessary)
Date	X

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