



## Application for Employment

**NOTE:** Please do not amend/alter the layout of this application form. You are requested to use Arial Font size 9 for filling up the form. All questions need to be fully answered to enable us to process your application. Please state “NA” only in case a particular question does not relate to you.

Only those applications which are complete in all respects can be taken up for further processing.

|                                       |                           |
|---------------------------------------|---------------------------|
| NAME                                  |                           |
| UNIQUE STUDENT<br>REGISTRATION NUMBER |                           |
| POSITION APPLIED FOR                  | Assistant Manager Finance |

## **PERSONAL DATA**

|   |             |           |
|---|-------------|-----------|
| Full Name in Block Letters ( Please expand initials ) |             |           |
| First Name  | Middle Name | Last Name |
|   |             |           |

|               |       |      |                |     |             |
|---------------|-------|------|----------------|-----|-------------|
| Date Of Birth |       |      | Place Of Birth | Sex | Nationality |
| Day           | Month | Year |                |     |             |
|               |       |      |                |     |             |

|   |                     |
|---|---------------------|
| Mailing Address : ( Please specify date until when you are available at this address) | Permanent Address:  |
|   |                     |
|   |                     |
|   |                     |
| Mobile Number - 1 :   | Mobile Number - 1 : |
| Mobile Number - 2 :   | Mobile Number - 2 : |
| Landline Number :   | Landline Number :   |
| Email :   | Email :             |

|                 |       |      |       |
|-----------------|-------|------|-------|
| Languages Known | Speak | Read | Write |
|                 |       |      |       |
|                 |       |      |       |
|                 |       |      |       |

|  |  |
|--|--|
| Name(s) and relationship with any relative(s) in ITC Limited   |  |
| Have you applied in the past for a position in any of the Divisions or Group Companies of ITC Limited? If yes, when and for what position? |  |
| Details of any major illness / impairment and/or any operations that you have undergone in the last 5 years                                |  |

**FAMILY DATA**

|   |                    |                                  |        |
|---|--------------------|----------------------------------|--------|
| Father's Name :                             |                    | Mother's Name :                  |        |
| Occupation :<br>(provide brief description) |                    | Occupation :                     |        |
| Address and Telephone No. :                 |                    |                                  |        |
| Marital Status                              | Single/<br>Married | Date of marriage<br>(If Married) | Others |
|   |                    |                                  |        |
| Spouse's Name :                             |                    | Qualification :                  |        |
| Date of Birth :                             |                    | Occupation :                     |        |

| Names of Children : | Date of Birth | Sex |
|---------------------|---------------|-----|
|                     |               |     |
|                     |               |     |
|                     |               |     |

**REFEREES - ( Please provide 3 – Mandatory )**

Name and addresses of three referees, other than your relatives, to whom we may write.  
(Please note that all 3 names should not be from the same organization / institution. The referees have to be persons who are respected and of some repute eg. School/college principal, partner of your audit firm, senior manager with previous employer/ reputed corporate, senior practicing professionals, gazetted officers, judges etc.)

| Name & Designation | Address & Telephone Nos. | Email Id | How do you know this person? |
|--------------------|--------------------------|----------|------------------------------|
|                    |                          |          |                              |
|                    |                          |          |                              |
|                    |                          |          |                              |

**EDUCATION**

(Starting from high school ( Class 10 ) to the present)

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

| Institution<br>(School/College) | Board / University | Degree /Diploma /<br>Certificate | Year Of<br>Passing | Grade /<br>% | Remarks |
|---------------------------------|--------------------|----------------------------------|--------------------|--------------|---------|
|                                 |                    |                                  |                    |              |         |
|                                 |                    |                                  |                    |              |         |
|                                 |                    |                                  |                    |              |         |
|                                 |                    |                                  |                    |              |         |
|                                 |                    |                                  |                    |              |         |
|                                 |                    |                                  |                    |              |         |
|                                 |                    |                                  |                    |              |         |
|                                 |                    |                                  |                    |              |         |
|                                 |                    |                                  |                    |              |         |
|                                 |                    |                                  |                    |              |         |

**Academic Achievements & Awards, Scholarships & Distinctions – Please specify in chronological order.**

| Month / Year | Achievements/ Awards/ Scholarships/<br>Distinctions | Awarded By<br>(institution) |
|--------------|---|-----------------------------|
|              |   |                             |
|              |   |                             |
|              |   |                             |
|              |   |                             |

**OTHER QUALIFICATIONS :**

| Name of the Institute & Location | Qualification & Specialisation | Year of<br>Passing | GPA/ % |
|----------------------------------|--------------------------------|--------------------|--------|
|                                  |                                |                    |        |
|                                  |                                |                    |        |
|                                  |                                |                    |        |
|                                  |                                |                    |        |
|                                  |                                |                    |        |

**POSTING LOCATION :**

|   |  |
|---|--|
| Posting – Anywhere in India (Please indicate Yes or No) |  |
|---|--|

**CHARTERED ACCOUNTANCY ( IF APPLICABLE)**

Membership No. : 

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

|                         | Month | Year | No. of Attempts | % | Remarks |
|-------------------------|-------|------|-----------------|---|---------|
| Final Exam              |       |      |                 |   |         |
| Group I                 |       |      |                 |   |         |
| Group II                |       |      |                 |   |         |
| Intermediate/PE-II Exam |       |      |                 |   |         |
| Group I                 |       |      |                 |   |         |
| Group II                |       |      |                 |   |         |

| Firm(s) articulated with<br>(Name / Location & Address ) | Dates |    | Partners | No. of Qualified Assistants | Names of significant clients audited |
|--|-------|----|----------|-----------------------------|--------------------------------------|
|  | From  | To |          |                             |                                      |
|  |       |    |          |                             |                                      |
|  |       |    |          |                             |                                      |
|  |       |    |          |                             |                                      |
|  |       |    |          |                             |                                      |

| Industrial Training Firm | Dates |    | Nature of duties |
|--------------------------|-------|----|------------------|
|                          | From  | To |                  |
|                          |       |    |                  |
|                          |       |    |                  |

| GMCS Program<br>(whether completed) | Dates |    | Where Attended | Remarks |
|-------------------------------------|-------|----|----------------|---------|
|                                     | From  | To |                |         |
|                                     |       |    |                |         |

**PROJECTS DONE ( As part of professional qualification / employment )**

|  |   |
|--|---|
|  | 1. What was the major learning from the training/project work ?   |
|  |   |
|  |   |
|  |   |
|  |   |
|  | 2. What were your major recommendations to the organisation ? Give an example of one recommendation made by you that was implemented. |
|  |   |
|  |   |
|  |   |
|  |   |
|  | 3. Give an example of a recommendation made by you that was not accepted. What is your understanding of why it was not accepted?      |
|  |   |
|  |   |
|  |   |

**COST ACCOUNTANCY**

**Membership No. :**

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

|                   | Month | Year | No. of Attempts | % | Remarks |
|-------------------|-------|------|-----------------|---|---------|
| Final Exam        |       |      |                 |   |         |
| Group I           |       |      |                 |   |         |
| Group II          |       |      |                 |   |         |
| Intermediate Exam |       |      |                 |   |         |
| Group I           |       |      |                 |   |         |
| Group II          |       |      |                 |   |         |

| Practical Training<br>Name & Address Of<br>Organisation | Dates |    | Location | Responsibilities / Projects Done |
|---|-------|----|----------|----------------------------------|
|   | From  | To |          |                                  |
|   |       |    |          |                                  |

## **COMPANY SECRETARYSHIP**

Membership No. : 

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

|                   | Month | Year | No. of Attempts | % | Remarks |
|-------------------|-------|------|-----------------|---|---------|
| Final Exam        |       |      |                 |   |         |
| Group I           |       |      |                 |   |         |
| Group II          |       |      |                 |   |         |
| Intermediate Exam |       |      |                 |   |         |
| Group I           |       |      |                 |   |         |
| Group II          |       |      |                 |   |         |

### **Details of Scholarships and other Distinctions (during CA/Cost/CS)**

| Scholarships/ Distinctions | Month / Year | Awarded By | Remarks |
|----------------------------|--------------|------------|---------|
|                            |              |            |         |
|                            |              |            |         |
|                            |              |            |         |
|                            |              |            |         |
|                            |              |            |         |
|                            |              |            |         |

### **WORK EXPERIENCE** [\(Add more as applicable\)](#)

|                                    |                    |
|------------------------------------|--------------------|
| Organisation :<br>(Name & Address) | Location :         |
| Date : From                        | To                 |
| CTC : Rs./pa                       |                    |
| Position & Nature of Work          | Reasons for change |
|                                    |                    |

|                                      |                    |
|--------------------------------------|--------------------|
| Organisation :<br>(Name & Address) : | Location :         |
| Date : From                          | To                 |
| CTC : Rs./pa                         |                    |
| Position & Nature of Work            | Reasons for change |
|                                      |                    |

## **EXTRA CURRICULAR ACTIVITIES**

(Describe your Extra Curricular interests/activities and mention the relevant achievements , positions and responsibilities held in school/college/social organisation /interest group)



## ABOUT YOURSELF

1. What aspects of ITC's Mission and Core Values are in alignment with your own goals and values and how will you realize them in ITC? (Please visit [www.itcportal.com](http://www.itcportal.com) to know about ITC's Mission and Core Values)

2. What do you believe you are best at and how you will contribute in ITC?

3. Please describe one of your achievements, which you are proud of, and which reflects you "thought leadership" and "execution excellence"?

4. Describe an incident that has had a deep impact on you and brought about a significant change?

5. **Career goals :**

- What would you like to achieve in your professional career?
- What are the career choices you have before you?
- What are the factors influencing your career choice at present?

6. Write down any question that you would like us to respond to during the interview?

|  |   |  |                             |                             |
|--|---|--|-----------------------------|-----------------------------|
| Name :   |   |  | Organisation :              |                             |
| <b>EXISTING EMOLUMENT PACKAGE</b>  |   |  |                             |                             |
| Please indicate your existing emolument package in the following format :- |   |  |                             |                             |
|  |   |  | <b>Rupees<br/>Per Month</b> | <b>Rupees<br/>Per Annum</b> |
| <b>A</b>   | <b>Monthly Remuneration</b>                       |  |                             |                             |
| A1   | Basic   |  |                             |                             |
| A2   | House Rent Allowance                              |  |                             |                             |
| A3   | Conveyance Allowance                              |  |                             |                             |
| A4   | Supplementary Allowance                           |  |                             |                             |
| A5   | Special Allowance                                 |  |                             |                             |
| A6   | Other Allowances (Please specify)                 |  |                             |                             |
| A7   | -----   |  |                             |                             |
| A8   | -----   |  |                             |                             |
| A9   | -----   |  |                             |                             |
| A10  | -----   |  |                             |                             |
|  | <b>Sub Total ( A1.....A10 )</b>                   |  |                             |                             |
| <b>B</b>   | <b>Annual Remuneration</b>                        |  |                             |                             |
| B1   | Performance Bonus/Variable Pay (recd. last year)  |  |                             |                             |
| B2   | Leave Travel Assistance                           |  |                             |                             |
| B3   | Others, Please specify :-                         |  |                             |                             |
| B4   | -----   |  |                             |                             |
| B5   | -----   |  |                             |                             |
|  | <b>Sub Total ( B1.....B5 )</b>                    |  |                             |                             |
|  | <b>TOTAL REMUNERATION ( A + B )</b>               |  |                             |                             |
| <b>C</b>   | <b>Retiral Benefits</b> (indicate % by employer)  |  |                             |                             |
| C1   | Provident Fund (Whether Govt / Company)           |  |                             |                             |
| C2   | Gratuity  |  |                             |                             |
| C3   | Pension (Whether Contributory / Non Contributory) |  |                             |                             |
| C4   | Superannuation Scheme                             |  |                             |                             |
|  | <b>Sub Total(C1....C4)</b>                        |  |                             |                             |
|  | <b>TOTAL COST TO COMPANY (A+B+C)</b>              |  |                             |                             |

|  |   |   |  |  |
|--|---|---|--|--|
|  | <b>D</b>  | <b><u>Other Benefits</u></b>  |  |  |
|  | D1  | Company provided Accomodation / Maintenance                                 |  |  |
|  |   | Unfurnished / Furnished; If furnished provide details                       |  |  |
|  | D2  | Housing Loan  |  |  |
|  | D3  | Car Loan  |  |  |
|  | D4  | Furniture Loan  |  |  |
|  |   |   |  |  |
|  | D5  | Medical Assistance - Please give brief details                              |  |  |
|  |   |   |  |  |
|  |   |   |  |  |
|  | D6  | List of Fixed Assets provided by the Company                                |  |  |
|  |   |   |  |  |
|  | i   |   |  |  |
|  | ii  |   |  |  |
|  | iii   |   |  |  |
|  |   |   |  |  |
|  | D7  | Company Car / Vehicle - Please give brief details                           |  |  |
|  |   | Petrol-Litres   |  |  |
|  |   | Car Maintenance   |  |  |
|  |   | Driver  |  |  |
|  |   | Car Insurance & Road Tax  |  |  |
|  |   |   |  |  |
|  |   |   |  |  |
|  | D8  | Please provide details of any other benefits not included in the above list |  |  |
|  |   |   |  |  |
|  |   |   |  |  |
|  |   |   |  |  |
|  |   |   |  |  |
|  | <b>Notes</b>  |   |  |  |
|  | <b>We would ask for proof of remuneration / pay slip at the final stages of Selection</b> |   |  |  |