



POSITION APPLIED FOR: _____ **Date:** _____

PERSONAL DETAILS

Name:
(in block letters)

(FIRST)

(MIDDLE)

(SURNAME)

Present Address:

Permanent Address :

Date of Birth:

Age:

Gender:

Tel No (Res):

Tel No (Off):

Mobile No:

E-mail Id:

Marital Status:

Nationality:

Passport No and Validity:

(Please Tick (✓) wherever applicable)

Language	Can Speak	Can Read	Can Write
1.			
2.			
3.			
4.			

PERSONAL DETAILS

Relation	Name	Age	Education	Employment
Father				
Mother				
Spouse				
Children				
Sibling				

ACADEMIC QUALIFICATIONS/ TRAINING RECEIVED

Education	Name of the Qualification Awarded	Year (mm/yyyy)		School / College / University	Subject / Specialization	% or CGPA (Rank if any)
		From	To			
X Std						
XII Std						
Graduation						
Post - Graduation						
Others						
SIGNIFICANT ACHEIVEMENTS:						
EXTRA CURRICULAR ACTIVITIES:						
TRAINING & SPECIAL COURSES ATTENDED DURING PROFESSIONAL CAREER:						
PROFESSIONAL MEMBERSHIP:						
Name & Address of Professional Institutions / Social Organizations			Grade of Membership		Level of involvement	

WORK EXPERIENCE

Duration (mm/yyyy)		Organization	Last position held	Total Remuneration P.A. (*)	Reason for leaving
From	To				
(*) Please attach details of your current compensation package in the format given.					

What prompted you to apply to our company and what is your career vision?

Significant contribution made in your existing job so far:

Please draw below the organization chart of your present Company, clearly indicating your level and direct reports:	Please give us a detailed description of your current job responsibilities:
Notice period required to join:	Salary Expected:

Details of any Director positions held in any company (including any family business):

MISCELLANEOUS

(Please Tick (✓) wherever applicable)

How did you come to know of opportunities in Vedanta? Was it through the following?

Search Firm () Recruitment Consultant () Print Media Advertisement ()

Employee Referral () Internet Job Board () Company Website ()

Others (Please specify):

Any location constraints (Please describe):

Have you undergone selection process with any Vedanta Group Companies (HZL, MALCO, BALCO, Vedanta Alumina, Sterlite Industries, Sesa Goa) previously? Yes () No ()

IF YES,
Company Name:

Position Applied for:

Year:

Were you selected for an interview?

Yes ()

No ()

Were you made an offer?

Yes ()

No ()

Were you previously employed with us?

Yes ()

No ()

Any additional information which you feel will be helpful to us in considering application for employment with us:

REFERENCES

List two references, other than relatives (**Preferably your immediate superiors**)

Name	Designation	Organization	Telephone/ Mobile/ Email

Do you have any relatives in this company:

Yes ()

No ()

If yes, please mention the name(s), Company, Location, Department, Designation and Nature of Relationship

I hereby certify that all the information provided above is true and correct to the best of my knowledge. Any false or misleading information provided on this form or any other document may result in the employment being terminated.

Place:

Date:

Signature: