

*Annexure D: Application for Employment with CTC***Chip Training & Consulting (Pvt) Ltd**  
**Application for Employment****Instructions:**

Read the whole form carefully before starting to fill it in.  
This form should be completed in ink, in candidate's own handwriting.  
Attach copies (not originals) of all testimonials and certificates.  
If space provided in the form for any particular information is inadequate,  
Please attach additional sheets.  
If any information given in this form is subsequently found to be incorrect, it will be construed as a gross misconduct, liable to be punished by instant dismissal and other disciplinary action as may be appropriate to the nature of misstatement.

*Position applied for: HR Officer***1. PERSONAL INFORMATION**

1.1	Full Name	Sundas Tariq
1.2	NIC No.	33100-0855140-4
1.3	Date of Birth	05-08-1984
1.4	Father's Name	Syed Shahid Hussain Zaidi
1.5	Marital Status	Married
	Spouse or next of Kin	Muhammad Tariq Bin Ashfaq
	No. of Children	1
1.6	Permanent Address	P-92 Usman Street Khayban Colony 1 Faisalabad
1.7	Present Residential address	House 189# Street # 78, G11/2, Islamabad
1.8	Phone Numbers	0321-7826927
1.9	E-mail address	sundaszaidi86@gmail.com

**2. Bank Details**

Account Title (Name of Ac Holder)	Sundas Tariq
Account No.	PK57 SCBL 0000 0017 0858 3701
Bank Name & Branch	STANDARD CHARTERED LIMITED ISLAMABAD - PAKISTAN

### 3. QUALIFICATIONS

*List all your academic and technical qualifications, starting with the school certificate (Matriculation)*

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2000	BISE Faisalabad	522/850	Science	B
2003	BISE Faisalabad	529/1100	General Science	C
2007	Punjab University Lahore	443/800	Arts	B
2009	University of Agriculture Faisalabad	3.84/4.00	Population Sciences	A

### 4. PREVIOUS EMPLOYMENT

*Give details of your present employment.*

*If you are currently unemployed, give these details in respect of the last employment held by you.*

4.1	Name of the Employer	The University of Faisalabad
4.2	Employer's Address	The University of Faisalabad West Canal Road
4.3	Date of Joining	01-02-2021
4.4	Your Last Job Title	HR Manager
4.5	Main Duties	<p>Involved in recruitment by preparing job descriptions, posting ads and managing the hiring process</p> <p>Create and implement effective onboarding plans</p> <p>Develop training and development programs</p> <p>Assist in performance management processes</p> <p>Support the management of disciplinary and grievance issues</p> <p>Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements</p> <p>Completed donor funded projects and contributes in their final closeout activities</p> <p>Contributed in designing TORs and Contract of donor funded project staff</p> <p>Review employment and working conditions to ensure legal compliance</p>
4.6	Name & Title of your immediate boss	Omer Farooq Qureshi (Head of HR)
4.7	Gross Monthly Pay	80,000

### 5. PAST WORK EXPERIENCE

*List all the previous jobs held by you, starting from the earliest.*

From/ To	Employer's Name & Address	Address	
01-02-2018 to 31-10-2020	Taaleem Foundation	Basement State life building no 5 F6 Islamabad	
15-07-2017 to 30-01-2018	Plan International Pakistan	Kamran Centre Blue area Islamabad	
01-07-2015 to 30-06-2017	Plan International Pakistan	Kamran Centre Blue area Islamabad	

### 5. REFEREES

*Give details of three referees, not related to you by blood or marriage, who can vouch for your character and work experience*

5.1	First Referee	Name	Nudrat Mufti
		Address	Basement State life building no 5 F6 Islamabad
		Contact Phone No.	0303-3335275
		Nature of association with you.	CEO in Taaleem Foundation
5.2	Second Referee	Name	Yasir Ilyas
		Address	85 East 4 <sup>th</sup> floor Kamran Centre Blue area Islamabad
		Contact Phone No.	0333-5055871
		Nature of association with you.	Colleague
5.3	Third Referee	Name	Omer Farooq Qureshi
		Address	The University of Faisalabad West canal Road
		Contact Phone No.	0321-5721448
		Nature of association with you.	Head of department

### 7. GENERAL INFORMATION

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	No
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	No
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	No
6.4	If an offer is made to you, how soon can you join us?	1 <sup>ST</sup> November 2022
6.5	What are your salary and benefits expectation?	100,000 with Medical Allowance

### 6. SUITABILITY TO THE POSITION

Briefly explain why you consider yourself suitable for the position you have applied for.

I am an expert in HR Management, Operations & withholding 11 years of experience in national and International organizations. Along with this, I have the ability to manage the Operations Department.

Moreover, I possess all the required linguistic, communication, interpersonal, intellectual, management and personal skills with a quality of fulfilling high credibility and reliability in matters of confidential nature. I have the ability to complete the tasks on time and accept the challenges as and when required with or without supervision. I always enjoyed working with team and never hesitated working independently.

I had been working on different project like UNSECO, GIZ, and AJK Ministry.

I do have relevant experience and strongly believe that I would add values in existing pool of knowledge and expertise of the organization.

### 8. DECLARATION BY THE APPLICANT

I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and belief. I accept responsibility for any misstatement that may be subsequently discovered.

Date 13-10-2022

Candidate's Full Signature: Sundas Tariq