

updated Contact.  
mobile: 0345-5009357

Annexure D: Application for Employment with CTC

Application for Employment with CTC

D.O.J = 4 May, 2015

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: Data Entry Operator

1. PERSONAL INFORMATION

1.1	Full Name	Muhammad Nadeem	
1.2	CNIC No.	16101-8809727-5	
1.3	Date of Birth	15-1-1987	Age on last birthday: years
1.4	Father's Name	Nisar Ahmad	
1.5	Marital Status	un-married	
	Mother Tongue	Pushto	
	Spouse or next of kin		
	No. of Children		
1.6	Permanent Address	Village Ghesibaba, Dis. Mardan Teh-Katlang	
	District and Union council	Dis. Mardan, UC. Qasmi	
1.7	Present address	Flat #06 Block # 86-B, IFC center G-10/1 Islamabad.	
1.8	Phone Numbers	Mobile 0345-5173846	Residence
		Office	Tribe
1.9	E-mail address		

2. QUALIFICATIONS

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

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2013	PRESTON	E-MBA	Finance & Accounting	2.5 C.A.P.A
2009	INDUS college	B.com	Accounting	C
2007	IFC-Islamabad	I-com	Accounting	C

### 3. PRESENT EMPLOYMENT

*Give details of your present employment.*

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

3.1	Name of the Employer	
3.2	Employer's Address	
3.3	Date of Joining	
3.4	Your Last Job Title	
3.5	Main Duties	
3.6	Name & Title of your immediate boss	
3.7	Gross Monthly Pay	Rs.

### 4. PAST WORK EXPERIENCE

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

From/ To	Employer's Name & Address	Position held by you when you left this employer	Main duties performed by you

### 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	
		Address	
		Contact Phone No.	
		Nature of association with you	
5.2	Second Referee	Name	
		Address	
		Contact Phone No.	
		Nature of association with you	
5.3	Third Referee	Name	
		Address	
		Contact Phone No.	
		Nature of association with you	



## 6. GENERAL INFORMATION

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	
6.4	If an offer is made to you, how soon can you join us?	
6.5	What are your salary and benefits expectations?	

## 7. SUITABILITY TO THE POSITION

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

## 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

22-10-2015

Candidate's  
Full  
Signature