



Document #: CTC-HR&OPS-F-7.2&3-028

Revision Date: 00

Title: Application for Employment

Revision # 00

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:

Office Assistant.

1. PERSONAL INFORMATION

1.1	Full Name	M. Rafique
1.2	NIC No.	13302-9909784-9.
1.3	Date of Birth	24-02-1982
1.4	Father's Name	Atta Muhammad.
1.5	Marital Status	Married
	Spouse or next of Kin	
	No. of Children	Five
1.6	Permanent Address	village Kalali Dist. Haripur.
1.7	Present Residential address	village Kalali Dist Haripur.
1.8	Phone Numbers	0333 5644838.
1.9	E-mail address	Muhammadr Rafiqueawan82@gmail.com

2. Bank Details

Account Title (Name of Ac Holder)	Muhammad Rafique.
Account No.	PK 64 SCBL 0000 0017 1620 3701
Bank Name & Branch	Standard Chartered (0002)



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

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
1999	Govt School	Matric in Science	Phy, chem, Bio.	2nd.
2001				
2006				
2011				

4. 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.*

4.1	Name of the Employer	Chancery HMP & Chancery
4.2	Employer's Address	ISB
4.3	Date of Joining	2003.
4.4	Your Last Job Title	
4.5	Main Duties	Cashier
4.6	Name & Title of your immediate boss	Cashier
4.7	Gross Monthly Pay	28000/-

5. PAST WORK EXPERIENCE*List all the previous jobs held by you, starting from the earliest.*



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From/ To	Employer's Name & Address	chateauroyal Guest House	4 years as House keeping supervisor.
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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	M. Fareed.
		Address	Haxipur.
		Contact Phone No.	03455114140.
		Nature of association with you.	Past Concage.
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.	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?	Immediate
6.5	What are your salary and benefits expectation?	



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6. SUITABILITY TO THE POSITION

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

7. 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

26-Feb-2020

Candidate's
Full
Signature