

# JAIN UNIVERSITY

Declared as Deemed-to-be University u/s 3 of the UGC Act, 1956

## EMPLOYMENT APPLICATION FORM

Recent passport  
size colour photograph

APPLICATION NO.

Note : Form must be complete in all respects. Use 'BLOCK LETTERS' only. Attach your CV to this form with recent passport size colour photograph

INSTITUTION APPLIED \_\_\_\_\_

POST APPLIED \_\_\_\_\_

### PERSONAL DETAILS

#### NAME OF THE APPLICANT

#### DATE OF BIRTH

DATE

MONTH

YEAR

#### GENDER (TICK)

FEMALE

MALE

#### NATIONALITY

#### RELIGION

#### CASTE

#### CATEGORY (TICK)

GENERAL

SC

ST

OBC

#### FATHER'S / MOTHER'S NAME

#### QUALIFICATION

#### OCCUPATION

#### MARITAL STATUS (TICK)

SINGLE

MARRIED

WIDOWED

DIVORCED

#### NUMBER OF CHILDREN

#### SPOUSE NAME

#### QUALIFICATION

#### OCCUPATION

#### PERMANENT ADDRESS

#### ADDRESS FOR CORRESPONDENCE

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CONTACT NUMBER :

CONTACT NUMBER :

E - MAIL ID :

### ACADEMIC QUALIFICATION

QUALIFICATION	SUBJECT / SPECIALIZATION	BOARD / INSTITUTION / UNIVERSITY	YEAR OF PASSING	AGGREGATE % / GRADE
POST DOCTORAL / FELLOW				
Ph.D				
M.Phil				
POST GRADUATION				
GRADUATION				
12 <sup>TH</sup> STANDARD				
10 <sup>TH</sup> STANDARD				
TEACHING RELATED QUALIFICATION				

**EMPLOYMENT DETAILS**

**CURRENT EMPLOYMENT**

ORGANIZATION	DESIGNATION	PART TIME / FULL TIME / CONTRACT	FROM (dd/mm/yyyy)	TO (dd/mm/yyyy)	GROSS SALARY PER MONTH

**ADDRESS OF THE ORGANIZATION :**

REPORTING TO :  
(Name of the person)

CONTACT NUMBER :

E - MAIL ID :

**PREVIOUS 2 EMPLOYMENT DETAILS**

ORGANIZATION & LOCATION	DESIGNATION	PART TIME / FULL TIME / CONTRACT	FROM (dd/mm/yyyy)	TO (dd/mm/yyyy)	GROSS SALARY PER MONTH	REASON FOR LEAVING
1)						
2)						

**REFERENCE DETAILS** (Professional reference only)

	REFERENCE 1	REFERENCE 2
NAME		
DESIGNATION		
ORGANIZATION		
ADDRESS		
CONTACT NUMBER		
E - MAIL ID		

**YOUR AREA OF EXPERTISE**

CLASSES	SUBJECTS HANDLED	TOPICS TAUGHT	TOPICS TAUGHT (in years)			
			FT	PT	CONTRACT	TOTAL EXPERIENCE
I PUC						
II PUC						
I SEM UG						
II SEM UG						
III SEM UG						
IV SEM UG						
V SEM UG						
VI SEM UG						
VII SEM UG						
VIII SEM UG						
I SEM PG						
II SEM PG						
III SEM PG						
IV SEM PG						

**TITLE OF THE THESIS**

M.Phil :	Ph.D :
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**EXPERIENCE (in years)**

TEACHING EXPERIENCE	UG	PG	RESEARCH EXPERIENCE	INDUSTRY EXPERIENCE

NO. OF PROJECTS GUIDED :	NO. OF PATENTS :
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PRESENTATIONS, PUBLICATIONS AND PROJECTS	NUMBER		RATINGS
	NATIONAL	INTERNATIONAL	
ARTICLES			
POSTERS			
PAPERS			
JOURNALS			
BOOKS PUBLISHED			

**Document copies attached with this applications form**

Resume  Colour photograph

**Educational qualification certificates** (photocopy of qualification certificates from 10<sup>th</sup> standard up to the latest education)

10<sup>th</sup> standard marks sheet  12<sup>th</sup> standard marks sheet   
Graduation certificates  Post graduation certificates   
M.Phil with / without Ph.D  Any other certificates related to qualification

**Employment verification certificates**

Salary slip  Service letter   
Relieving letter or NOC  Bank transaction copy   
Appointment letter only

**Identity verification documents**

Birth certificate  Passport copy   
Driving license copy  Voters ID copy   
PAN card  Others, specify \_\_\_\_\_

**Physical fitness certificate**

**Mention the details of other documents attached apart from the ones listed above** \_\_\_\_\_

\_\_\_\_\_

Any other information related to the job \_\_\_\_\_

\_\_\_\_\_

Have you applied / worked at the JU earlier, if yes, when \_\_\_\_\_ For which institution \_\_\_\_\_

**How did you hear about us?**

Newspaper  Friends  JU Employee  Job portal  Others, give specific details \_\_\_\_\_

\_\_\_\_\_

**DECLARATION**

I acknowledge that all the information provided in this employment application form is true and correct.

Date :

Signature of the Candidate

**FOR OFFICE OF HR, COMMUNICATIONS & CORPORATE AFFAIRS USE ONLY**