



JAINUNIVERSITY

Estd u/s 3 of the UGC Act

APPLICATION FOR EMPLOYMENT

Passport size
colour photograph

Application Number

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

Name _____

Institution applied for _____

Post applied for _____

Personal Details

Date of Birth _____ Age _____ Gender _____

Mother tongue _____ Religion & Caste _____

Whether belonging to SC/ST/OBC _____ Nationality _____

Parent's Name _____ Parent's Qualification _____ Occupation _____

Marital Status _____ If Married, provide the following information

i. Spouse Name _____ Spouse Qualification _____ Occupation _____

ii. Number of children _____ (provide details about child's age, class and school/college with Board/University)

Age

Class

School / Board / University

Child 1 _____

Child 2 _____

Child 3 _____

Permanent Address

Address for Correspondence

Contact number _____ Contact number _____

E-mail Id _____ Passport details _____

Note: Based on your analysis, please list down your strengths and weaknesses

Strengths _____ Weaknesses _____

Academic Details (in reverse chronological order)

Qualification	Subject / Specialization	Board/Institution/University	Year of passing	Percentage/CGPA
Ph.D				
M.Phil				
Post Graduation				
Graduation				
XII Standard				
X Standard				
Teaching related qualification				

Employment Details (in reverse chronological order)

Employer	Organisation / Institution	Designation	From	To	PT / FT/ Contract	Gross Salary
Current						
Previous 1						
Previous 2						
Previous 3						

Note: From - To is Start Date & End Date of Employment. PT - Part Time, FT - Full Time

Current Employment Details

Currently employed in _____

Address _____ Phone _____

Start date _____ Designation _____ Reporting to _____

Salary Break Up _____

Reference Details (Professional acquaintances only)

	Reference 1	Reference 2
Name	_____	_____
Designation	_____	_____
Organisation	_____	_____
Address	_____	_____
	_____	_____
Phone Number	_____	_____
E-mail ID	_____	_____

Additional Details

Blood Group

Number of Dependents Number of Children Number of Adults

Achievements _____

Hobbies _____

Have you applied to JGI earlier? If yes, when _____ at which institution _____

How did you hear about us?

News paper Friends

JGI Employee Job portal

Walk-in Others, give specific details _____

Your areas of Expertise

Classes	Subjects Handled	Topics Taught	Experience (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						

List other professional competencies _____

Do you have experience working in any other sector / industry? If yes, elaborate.

List down the job responsibilities that you have under taken thus far

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Document copies attached with this application form

Resume

Colour photograph

Educational qualification certificates (Photocopy of qualification certificates from 10th standard up to the latest education)

- 10th Marks Sheet
- 12th 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 copy

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 _____

I acknowledge that all the statements made in this application for employment are correct and that the information provided is complete in all respects to the best of my knowledge.

Date

Signature

For office use only

Remarks

Signature with date