## **Employment Application Form** (v 1.1)

***For internal use only: To be filled by Geecon***

**Employee ID Number:**

**Date of Joining :**

**Workforce :**

Please attach recent passport size photograph

* **Please provide complete and correct information**
* **All fields are mandatory**
* **Please do not use short forms / abbreviations.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | |
| **Please expand initials in your name *-- As the same would be used in our Employment records*** | | | | | | | |
| **Title (Mr./Mrs./Ms.)** | **First Name** | | | **Middle Name** | | **Last Name** | |
| **Ms** | **urvi** | | | **kantilal** | | **rambhia** | |
| **Primary Skill / Competency** |  | | | | | | |
| **Source/Channel** | **Geecon Career Portal / Employee / Candidate / Any other Source internet** | | | | | | |
| Employee/Candidate Name: **…………………………**  Your relation with referral: **…………………………**  **Gender:**  **Male**  **Female**  **Nationality: Indian**  **Citizenship: india**  If you are not an Indian National, do you have a valid work permit/OCI/PIO to work in India?  **Yes**  **No**  If yes, work permit/PIO/OCI Card valid up-to **……………………**.(DD/MM/YY)  If no, pl provide reason ……………………………………………………………………………………………………  **Date of Birth: 8th November 1995**  **Place of Birth: Mumbai**  **Father’s Name: Kantilal Rambhia**  **Mother’s Name: Bharti Rambhia**  **Contact Number/s:8286824995**  **Personal Email ID:rambhiaurvi@ymail.com**  **Alternate Email ID:** | | | | | | | |
| **Current Address:**  **Nityanand nagar,Akansha bldg,g/002 mira road(east)**  **Phone Number:**  **8286824995** | | | | | **Permanent Address:**  **Nityanand nagar,Akansha bldg,g/002 mira road(east)**  **Phone Number:**  **8286824995** | | |
|  | | | | |  | | |
| **Period of Stay** | | **Current Address** | | | **Permanent Address** | | |
| **From (month/year)** | **To**  **(month/year)** | | **From**  **(month/year)** | | **To**  **(month/year)** |
| **1june2002** | **Still leaving** | | **1june2002** | | **Still leaving** |
| **Preferred Work Location*:***  Bangalore  Hyderabad  Mumbai  Chennai  Kolkata  Pune  NCR (Delhi/ Gurgaon/ Noida)  Any of the above mentioned Locations  ***If you do not have a Passport, it is recommended that you apply for the same before joining.*** | | | | | | | |
| **Passport Number :**  **Passport Expiry Date :**  **Has your visa ever been rejected  Yes  No (If yes, please provide the following details)**  **Reason :**  **Date of rejection :**  **For which country :** | | | | | | | |
| **Permanent Account Number (PAN) :**  **NASSCOM – NSR (National Skills Registry) – IT PIN Number :**  **Driving License Number :**  **Driving License valid up to (mm/dd/yyyy) :** | | | | | | | |
| **Reference (From your current employer only)** | | | | | | | |
| **Name and Designation :** | | | | | | | |
| **Organization :** | | | | | | | |
| **Relationship :** | | | | | | | |
| **Address :**    **Telephone:**  **Email ID :** | | | | | | | |
| **Details of prior Employment with Geecon** | | | | | | | |
| **Have you worked with Geecon before?**  **Yes**  **No**  **If yes, please mention the period (DD/MM/YYYY): From \_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_**  **Entity that you worked for**  **BPO**  **Technology**  **Consulting**  **Enterprise: Old Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| **Details on prior interviewing Process with Geecon** | | | | | | | |
| **Have you applied to Geecon in last 6 months?**  **Yes**  **No**  **If yes, please mention the period (MM/YY) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Previous CID: \_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Education Details *(Please mention all education details starting from highest full time degree obtained)*** | | | | | | |
| **Qualification with Specialization (Starting from most recent)** | **Institution Name & City (School/College)** | **University Name & City / Board Affiliated To** | **Period**  **(From – To)**  **(DD/MM/YYYY)** | **Student ID / Reg No.** | **Program**  **(Part Time / Full Time)** | **% Marks/ CGPA** |
| **Post-Graduation** |  |  |  |  |  |  |
| **Graduation** | **Nagindas Khandwala** | **Mumbai university** | **1-jul-2014 to 30-may-2017** |  | **Full time** | **60** |
| **HSC/ 12th** | **Bal bharti** | **Maharastra board** | **1-jul-2012 to**  **30-april-2014** |  | **Full time** | **60** |
| **SSC/ 10th** | **St pauls** | **Maharastra board** | **1-jun-2002 to**  **30-may-2012** |  | **Full time** | **60** |
| **Diploma in Computer Application** |  |  |  |  |  |  |
| **State reasons for gap in education (if any) :** | | | | | | |

**Ensure that you are descriptive wherever necessary – e.g. If your previous company is closed down, please do mention it. Telephone Number with specific location code, Employee Code/ ID/ Number is mandatory. If your previous employer did not provide the Employee ID, please mention and state reasons for the same.**

**Employment details should be of the company you are on payrolls of, not of a company you are deputed to on an assignment with. In case you are showing employments experience in a skill enabling or professional Training institute the same should only be shown if you were on the payrolls of such an institute.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment Details -** (Please mention all the employments starting from the latest employment)  ***Note: Verification of your Current Employment would be obtained on or after joining Geecon.*** | | | | | | | | | |
| **Sl No** | **Company Name** | **Address**  **(Main office & branch where worked) with Company Telephone – Board Line** | **Employment Type&**  **Designation/ Position held** | **Reported to (Name & Position & direct contact number)** | **Employment Period**  **From - To**  **(dd/mm/ yyyy)** | **Emp Code / Personnel No. / Social Security No.(Mandatory if worked in USA)** | **Last drawn monthly gross Salary (INR)**  **&**  **PF A/C No.** | **Reasons for leaving** | **Mode of separation from the organization**  **(Pls select the below option)** |
| **Employer 1** |  |  | Permanent  Contract |  |  |  | **Monthly Salary-** |  | Resignation  Termination  Absconded  Closed Operations  Others(Pls Specify) **………………………...** |
| Designation | **PF A/C No. -** |
| **Employer 2** |  |  | Permanent  Contract |  |  |  | **Monthly Salary-** |  | Resignation  Termination  Absconded  Closed Operations  Others(Pls Specify)  **………………………...** |
| Designation | **PF A/C No. -** |
| **Employer 3** |  |  | Permanent  Contract |  |  |  | **Monthly Salary-** |  | Resignation  Termination  Absconded  Closed Operations  Others(Pls Specify)  **………………………...** |
| Designation | **PF A/C No. -** |
| **Employer 4** |  |  | Permanent  Contract |  |  |  | **Monthly Salary-** |  | Resignation  Termination  Absconded  Closed Operations  Others(Pls Specify)  **………………………...** |
| Designation | **PF A/C No. -** |
| **Additional Information:** | | | | | | | | | |

**Letter of Authorization**

## To whom it may concern

I agree to provide copies of mark sheets and relevant certificates. I understand that employment with Geecon is governed by Geecon Employment Policies as applicable, including satisfactory information from a background check.

I hereby certify all of the statements made on the Geecon Employee Application Form are true and complete and I understand that omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I hereby authorize Geecon and its representative to verify information provided in my resume and application of employment, and to conduct enquiries as may be necessary, at the company's discretion. **I authorize Geecon and its representative to initiate the necessary enquiries/checks with immediate effect; barring my current employment.** Verification of my current employment can be initiated on or after the date of joining. I authorize all persons who may have information relevant to this enquiry to disclose it to Geecon or its representative.  I release all persons from liability on account of such disclosure.

**Urvi Rambhia**

**Signature :**

**Name in Capitals :**

**Date :**

***(Please print this page, Sign, mention Name & Date, scan and upload/ share it with the recruitment POC)***

# List Of Documents.

1. Passport/Driving License/Aadhar Card.
2. Pan card.
3. SSC Marksheet and Passing Certificate.
4. HSC Marksheet and Passing Certificate.
5. Graduation Marksheet and Passing Certificate. (All Semesters).
6. Post Graduation Marksheet and Passing Certificate. (All Semesters).
7. Previous Employment: - Experience Letter and Joining Letter.
8. Latest Month Salary Slip.
9. 2 Passports sized Photos.