

Paste your recent passport size photograph here

Position Applied for: _____

Employee Personal Profile Form

1.1 PERSONAL PROFILE

Name:	Date of Birth:
Gender: Male/ Female	Age:
Present Address:	Permanent Address:
Contact No.:	Email Id:

1.2 FAMILY BACKGROUND

Relation	Name	Age (yrs)	Occupation/Designation	Name of Organization	Income p.a.
Father					
Mother					
Brother/s					
Sister/s					
Spouse					
Children If any					

2.1 ACADEMIC BACKGROUND (Start from 10th Standard)

Exam/Degree/Diploma	Period		School/College/University	Major Subjects	Year Of Passing	No. of Attempts	Class	% of Marks
	From mm/yy	To mm/yy						

2.2 EXTRA CURRICULAR (Hobbies, Interests, Scholarships, Prizes etc)

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3.1 WORK EXPERIENCE (Starting with first job)

S No	Month & Year		Employer's Name & Location	Designation	Job Responsibilities	Total Remuneration p.a.		Reason for Leaving
	From	To				On Joining	On Leaving	

3.2 DETAILS OF PRESENT EMPLOYMENT

Name of Employer	Annual Sales Turnover
Current Designation	Total No. of Employees
Designation on joining:	Reporting to:
Current Salary:	Expected Salary:

3.3 CURRENT JOB RESPONSIBILITIES

3.4 CURRENT ORGANISATION / REPORTING STRUCTURE

3.5 SIGNIFICANT CONTRIBUTIONS MADE BY YOU IN YOUR PRESENT/PAST JOBS.

4. CAREER GOALS

4.1 SHORT TERM CAREER GOALS

4.2 LONG TERM CAREER GOALS

4.2 HOW DOES THIS POSITION IN HPFL INTEREST YOU?

5.1 REFERENCES (Other than Relatives & Friends – Names, Address & Phone Nos.)

No.	Name	Company Name	Contact No.

5.2 Are any of your relatives employed in our group of companies? If yes, please give details:

6. DECLARATION (Please read before signing):

I hereby declare that all the information mentioned herein is true to the best of my knowledge and that misrepresentation made by me in this application will render me liable for dismissal from service at any time.

Signature

Date