



INFRES

PERSONAL DATA FORM

(Affix Recent Passport
Size Photograph)

Image Size Max. 512kb

INFRES Methodex Pvt. Ltd.

Registered Office : Plot No. D-7, Block B-1
Mohan Co-operative Industrial Estate
Mathura Road, New Delhi - 110 044

Position applied for :

Source of information :

Have you ever applied to us earlier ?

If yes, when ?

1. Name(As per Aadhaar Card) :		2. Date of Birth :		3. Place of Birth :	
4. State of Domicile :		5. Religion :		6. (a) Smoker : (b) Marital Status :	
				<input type="checkbox"/> Yes <input type="checkbox"/> Married <input type="checkbox"/> No <input type="checkbox"/> Single	
7. No. of Children :		8. Present Address :		9. Permanent Address :	
		Tel. : Mob. : E-mail :		Tel. : Address :	
10. Vehicle Owned (please tick) :					
Car <input type="checkbox"/> Motor Cycle <input type="checkbox"/>					
Scooter <input type="checkbox"/> Moped <input type="checkbox"/>					
11. Father's Name :		Occupation :		Address :	
12. Family Particulars :					
Name		Age	Relationship		Occupation
13. Languages Known (Please Tick) :				14. Hobbies/How do you relax ?	
Languages		Read	Write	Speak	Understand

15. Other Activities of Interest :**16. Prizes/Distinctions Won :****17. Membership of Clubs/Societies :****18. Overseas Travel :**

(a) Do you hold a valid passport ? If so please give details :

No. : _____ Date of issue : _____ Issuing authority : _____

(b) Details of Overseas Travel :

	<u>Countries Visited</u>	<u>When</u>	<u>Purpose</u>
(i)			
(ii)			
(iii)			

19. Reading Habits :

(a) Newspapers (names) :

(b) Journals/Magazines (names) :

(c) Others :

20. Health :

(a) Rating (Excellent / Good / Satisfactory / Poor) : _____

(b) Any specific health problems during the last 5 years ? _____

Academic/Professional Attainments

(Please attach certified copies of certificates and marksheets)

1. Educational Background :

Institution & Place	Period	Examination Passed & Affiliated University/ Board	Marks (Percentage)	Grade/ Div.	Major Subjects

2. Professional Qualification/Training :

Institution & Place	Period	Degree/Diploma & Affiliated University/Board	Marks (Percentage)	Grade/ Div.	Field of Study/ Training

3. Membership of Professional Bodies :

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Vocational Background

4. Work Experience (Chronological Order – Attach annexure if necessary) :

From (Month & Year)	To (Month & Year)	Organisation	Designation	Emoluments	Reasons for Leaving

5. Details of Present/Most Recent Appointments :

(a) Dept. in which you are working and its function in relation to organisation :

(b) Your individual job specification and responsibility :

(c) Your own rating of the effectiveness of your performance :

(d) Any special achievement :

(e) Break-up of emolument structure (Please attach copies of last three months salary proofs) :

Any other information :

Basic Salary :

Medical Allowance :

House Rent Assistance :

Leave Allowance :

Conveyance Allowance :

Other Allowances :
(Please specify)**6. Posting :**

(a) Are you willing to accept a posting any where in India ?

(b) Preferred place(s) of posting :

(c) Joining time required :

7. Any Other Information : (Attach additional sheets if necessary)

8. Objectives :

(a) What are your personal objectives ? What goals have you set for yourself ?

(b) What are your short term and long term career objectives ?

9. References : (Names, Designations and Contact details)

First Reference :

Second Reference :

Third Reference :

I certify that the above details are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated as well as legal action (if warranted).

.....

Date

.....

Place

.....

Signature

Note: Filled Personal Data Form and copy of resume should be emailed to hr@infres.net

For official use only

Extra Sheet