



PES&T's
SHAIKH GROUP OF INSTITUTIONS
 SHAIKH CAMPUS, NEHRU NAGAR, BELGAUM – 590 010
 Tel : 0831 – 2473253 / 2470486
 E-mail : recruitment@sgibgm.org Web : www.shaikhgroupofinstitutions.com
EMPLOYMENT APPLICATION FORM

Application for the post of

Name of Institution:Subject Teach.....

Alternate post

Recd Dt.	Not Suitable	Called for interview	Interview result	Put in active file	Scraped

PERSONAL DATA

Full name : (Block Letters)		PAN No: Aadhar No: Please affix colour passport size photograph here Blood Group -
Father's/Husband's Name	 Phone No.....Cell No.....	
Address for communication : (with Tel.No./e-mail)	 Phone No.....Cell E-mail	
Permanent Address : (with Tel.No./e-mail)	 Phone No.....Cell	

Date of Birth	Place of Birth	Nationality	Marital Status	Details of children		
				No	Sex	Age
...../...../..... DD MM YY			Married	1		
			Unmarried	2		
			Widow(er)	3		

EDUCATION : (Give details starting from matriculation)

Exam Passed	Year of Passing	School/College University attended	Main Subject	Medium	% of Marks	Class
.....						
.....						
.....						
.....						

How do you rate your English language ability ?

Written: Excellent Good Fair Poor ; Spoken Excellent Good Fair Poor

Are you "computer literate"? If yes give, details:

Knowledge of MS Office(MS Word, Excel, PowerPoint etc) Excellent Good Fair Poor

PC/Laptop at home: YES/NO

Internet at home: YES/NO

FAMILY BACKGROUND				LANGUEGES KNOWN (Put✓)				
	Qualification	Occupation	Monthly Income	Language	Understand	Speak	Read	Write
Father				English				
Mother				Hindi				
Husband/Wife				Kannada				
Brother				Marathi				
Sister (s)				Urdu				
				Other				
EMPLOYMENT RECORD								
Date of		Name & Address of Organisation	Post	Main Duties & Responsibilities	Gross Salary p.m (All Inclusive)	Reason for Leaving		
Joining DD/MM/YY	Leaving DD/MM/YY							
.../.../...	.../.../...							
.../.../...	.../.../...							
.../.../...	.../.../...							
.../.../...	.../.../...							
.../.../...	.../.../...							
				Breakup of Last Salary Drawn				
Mention two significant contributions / improvements accomplished by you in your previous assignments:				Basic.....	p.m			
				DA.....	p.m			
				HRA.....	p.m			
				Medical...	p.m			
				Conv.....	p.m			
				LTA.....	p.m			
				Bonus.....	p.m			
				Other.....	p.m			
				Total				

OTHER INFORMATION:

Mention Hobbies / Games / Sports you are interested in:

.....

.....

Are you in to any consulting / private practice?

YES

☐

NO

☐

If yes, give details and professional address :

.....

Are / were you personally connected with any type of business/political activity at present / past ? Yes

☐

No

☐

If yes give details:.....

Have you applied previously for any post at SGI? YES

☐

NO

☐

If yes, give details :

.....

REFERENCE (Reference of people who will give details of professional track records)

(Do not give reference relatives and PES&T associates)

No	Name	Company / Firm	Desig	Contact No	E-mail ID	Adresses

For fresher's - Academic reference from college / university , last attended

No	Name	Company/ Firm	Desig	Contact No	E-mail ID	Adress

Would you like to be considered for any other job ?

YES

☐

NO

☐

If yes, mention for which other posts you would like to be considered -

How did you come to know about this vacancy? Tarun Bharat

☐

Indian Express

☐

Vijay Times

☐

Deccan Herald

☐

Vijay Karnataka

☐

Other

Personal Reference

Would you like to refer to your previous/present employers and your

YES

☐

NO

☐

references at this stage, if necessary ?

Gross Minimum Salary expected : Rs _____/month

Joining time required : _____ days after receipt of appointment letter.

I hereby declare that the entries in this form are true to the best of my knowledge and belief. I understand that my candidature will be cancelled if any of the information is found to be false or incorrect. Further, if selected, I will abide by the rules and regulations of SGI and also the directions given to me from time to time.

Date:

Place:

Signature of Applicant

If you are not sure about fixed figure, please indicate a range (e.g. Rs. 5000 – 5500)

MANDATORY NOTINGS (For use of selection committee Chairman / members)

Job Knowledge / Skills:		
English Language:	Spoken:	Written:
Computer Skills		
Attitude:		
Personality:		
Career Goals:		
Learn ability:		
Subject Expertise (Teaching only)		

Comments:.....	Fixed Salary:
	Basic :
	PBVA :
	DA :
	HRA :
	AGP :
	Others :
	Total :
	MGT PF:
	G. Total :
Security Deposit:	
Date of Joining:/...../.....	
Signature (HR-Head)	

Form Checked by	Signature with date of selection committee Members:	
.....on	Name:	Signature with date
.....	1)	/.....
& confirmed that all certificates have been collected for personal file.	2)	/.....
Salary Certificate.....	3)	/.....
...../.....	4).....	/.....
Sign of I/C Recruitment	5).....	/.....