

# PERSONAL & CONFIDENTIAL



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## POST DETAILS

Post Applied for				
Post Mentioned in Interview Letter				
Employment Advt. Dated		Newspaper		

## PERSONAL DATA

Name (Block Letters)					
Father's/Husband Name					
Date of Birth		Place of Birth			
Present Postal Address					
Permanent Address					
Phone					
Nationality		Religion		Native Place	
Age		Height		Weight	

## MARITAL STATUS

Married	Unmarried	Widower	Widow	Divorced	Separated
Blood Group					
Wife/Husband Name					
Wife/Husband occupation					
If you have any other dependents, please give particulars about relationship & age :					

**PARTICULARS OF FAMILY : (Please specify each family member)**

Name	Age	Sex	Relationship	Occupation (Name of organization & position and if children then Name of School & Class)	Annual Income

**EDUCATION QUALIFICATIONS**

SI No	Qualification	Specialization	College/University/Institute	Year		Percent of marks	Division/Class
				From	To		

Short Term Courses							
Sl No	Qualification	Specialization	College/University/Institute	Year		Percent of marks	Division/ Class
				From	To		

Membership of Personal Institute/ Association /Clubs/ Societies			Particulars in Language			
Membership	Name of Body	Year Obtained	Name of Language	Read	Write	Speak

<b>Extra Curricular Activities</b>	
<b>Hobbies/Place of Interest</b>	
<b>Books/Journals/Newspapers Regular Read</b>	
<b>If you are a sportsman, mention game &amp; club you play for</b>	
<b>If you have discerned your career objectives, please spell these out briefly</b>	
<b>Reasons for seeking change</b>	

## EMPLOYMENT HISTORY

Sl. No	Period		Duration Years	Name of Organisation, Address Nature of Business, Product	Designation	Main Area Nature of duties	Pay Scale (Annually)	
	From	To					Starting	Leaving

## DETAILS OF PRESENT APPOINTMENT

<b>Name and full address of present organization</b>	
<b>Present designation</b>	
<b>Present place of posting</b>	
<b>Whether job is transferable</b>	
<b>Annual Sales Turnover</b>	
<b>Total Number of Employees</b>	
<b>Number of Employees reporting to you</b>	

Briefly describe your job responsibilities and indicate your reporting relationship through an organization chart

**PRESENT SALARY DETAILS (in Rupees per annum)**

	Basic	D.A.	House Rent	Transport Allowance	Others Total
On Joining					
At Present					

**Benefits and Perquisites (in Rupees)**

Leave Travel		Medical Facilities	
Club Membership		Annual Bonus	

**Retirement benefits**

Provident Fund		Gratuity	
Pension		Others	

Your present Cost to the Company (CTC) including all salary components and perquisites	
Specify minimum salary and perquisites acceptable to you	
How much Notice do you require to give to your present employer ?	
Any other information that may be helpful	

**REFERENCES**

1.	Name	
	Organisation	
	Address	
	Occupation	

<b>2.</b>	<b>Name</b>	
	<b>Organisation</b>	
	<b>Address</b>	
	<b>Occupation</b>	
<b>3.</b>	<b>Name</b>	
	<b>Organisation</b>	
	<b>Address</b>	
	<b>Occupation</b>	

<b>State briefly your liking to join us</b>
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**I hereby certify that the information provided above is true to the best of my knowledge.**

<b>Date :</b>	
<b>Place :</b>	