

## Interview Proposal Data

Post Applied for: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Religion: \_\_\_\_\_ Mother Tongue: \_\_\_\_\_

Gender: \_\_\_\_\_ Blood Group: \_\_\_\_\_

Caste: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email ID: \_\_\_\_\_

Age: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Permanent Address:

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Present Address:

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### Educational Qualification

Qualification	Year	Institution / University	Class / % Obtained

### Previous Experience

Organization	Designation	From - To	Salary	Reason for Leaving

### Skills & Preferences

Computer Literacy: \_\_\_\_\_ Other Skills: \_\_\_\_\_

Choice of Work Locations: [ ] Chennai [ ] Others: \_\_\_\_\_

Hosteller / Day Scholar: \_\_\_\_\_

Minimum Stay: \_\_\_\_\_ years

Rules Acceptance (2-Month Notice): Yes / No

Probable Joining Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Working Hours: \_\_\_\_\_

Expected Salary: Rs. \_\_\_\_\_ (with/without accommodation)

Willing for Night Duty: Yes / No

## Interview Proposal Data

### Personal & Family Details

Identification Mark: \_\_\_\_\_ Height: \_\_\_\_\_ cm Weight: \_\_\_\_\_ kg

Chronic Illness: Yes / No Details: \_\_\_\_\_

Driving License (2W / 4W): Yes / No

Languages Known:

Tamil  Read  Write  Speak English  Read  Write  Speak

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Spouse Name: \_\_\_\_\_ Brothers: \_\_\_\_\_ Sisters: \_\_\_\_\_

Current Status (Marital / Education): \_\_\_\_\_

Annual Income: \_\_\_\_\_ Residing in:  Own  Rented

### Reference Contacts

Name	Contact No.	Designation	Institution

Convicted of any offence? Yes / No Any court/police case pending? Yes / No

### Declaration

I hereby certify that the information furnished above is true to my knowledge and if any of the facts furnished above is found to be false, in the later stages I am aware and agree that I will be subjected to suitable disciplinary or legal action including termination of my employment without notice.

Signature of Candidate: \_\_\_\_\_ Signature of Guardian: \_\_\_\_\_

Office Use Only:  Selected  Waiting  Not Selected