

**Form for Walk-in-Interview for post of Executive Assistant**

A. Personal Information						
Name in full (in block letters):					<i>Affix Recent Photograph</i>	
Father's Name:						
Nationality:						
Religion:						
Gender:						
Category:	<input type="checkbox"/> Gen <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> PH					
Date of Birth (as per SSLC/ HSC/ SSC/ Matric Certificate)	Date	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
Address for Communication:						
	City:			Pin code:		
	State:					
Phone with STD code/ Mobile No.:						
E-mail:						
B. Academic Information (commencing with the Matriculation or equivalent examination in chronological order)						
Examinations Passed	Name of the Board/ University	Year of Passing	Subject/ Specialization	Percentage/ CGPA	Class/ Division	

**C. Knowledge of Computer Applications**

MS Excel	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
MS Word	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
MS Power Point	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Video Calling (Skype etc.)	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

Please add additional skills, rate as above:


**D. Work Experience (starting from the present employment), if any\***

List Name & Address of the employer	Position Held and Nature of Work	Period		Permanent/ Temporary	Salary & Grade (annual)
		From	To		

*\*Please be brief, if extra space needed use **Page 4***

**E. References**

List two references (not relatives) having knowledge of your work performance, who might be contacted, if needed.

Name and Occupation	Address	E-mail and Phone/ Mobile

**DECLARATION**

I \_\_\_\_\_ hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/ distorted any material/ information, my engagement as Executive Assistant is liable to be summarily terminated without notice.

Date:

Place:

\_\_\_\_\_  
Signature

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SPACE FOR ADDITIONAL ENTRIES  
*(Please mention section, to which the information pertains)*

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