



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 ?

		2. Date of Birth :		3. Place of Birth :	
4. State of Domicile :	5. Religion :	6. Smoker : <input type="checkbox"/> Yes <input type="checkbox"/> No	7.(a) Marital Status : <input type="checkbox"/> Married <input type="checkbox"/> Single	7.(b)No. of Children :	
8. Present Address : Tel. : Mob. : E-mail :		9. Permanent Address : Tel. :		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) :					
Languages		Read	Write	Speak	Understand
14. Hobbies/How do you relax ?					

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 :

Countries Visited

When

Purpose

(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 :

--

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 :

.....

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