

DALY COLLEGE INDORE



PROFORMA

Post Applied for _____

1.	Name	:				
2.	Date of Birth	:				
3.	Sex	:				
4.	Father's Name	:				
5.	Mother's Name	:				
6.	Nationality	:				
7.	a)	Marital Status	:			
	b)	Name of spouse	:			
	c)	Occupation of Spouse	:			
	d)	Details of children (Name, Age, Class, etc.)	:			
8.	a)	Present Address with Tel. /Mobile/ Email	:			
	b)	Permanent Address with Tel. /Mobile/ Email	:			
9.	Academic qualification, starting with High School or equivalent					
	Exam Passed	Name of Institution, Board/University	Year of passing	% of marks	Subjects	Medium
10.	Professional qualification(s):					
	Exam Passed	Name of Institution, Board/University	Year of passing	% of marks	Subjects	Medium

11.	Details of experience:				
	Post	Name of the Organisation	Date of appointment	Date of leaving	Reasons for leaving
12.	Total experience :				
13.	(a)	Name of Organisation, where now employed:			
	(b)	Nature of present job - Permanent/Temporary/Probation/Contract:			
	(c)	How much notice would you require to join?			
	(d)	Are you applying with the consent and knowledge of the present employer?			
	(e)	Reasons for leaving the present employment?			
14.	Present Grade	Basic	DA	Other allowances	Total Emoluments
15.	Expected Salary:				
16.	Name, addresses, phone numbers and Email IDs of two referees:				
	(1)				
	(2)				
17.	Any additional information you would like to furnish:				

Place:

Date:

Applicant's Signature