

National Development Foundation

First Floor Shakuntla, Bhawan, Ram Janki Enclave, Udheywala Jammu 180018



JOB APPLICATION FORM

Please complete all sections on the form as clearly as possible. All the details will be kept private & confidential

Position Applied for

Personal Details

1. Name: _____
2. Parentage: _____
3. Sex: _____
4. Date of Birth _____ 5. Age _____ 6. Nationality _____
7. Email id: _____ 8. Contact No: _____

Space for
photograph

8. Contact details:

Present address	Permanent Address
_____	_____
_____	_____
District: _____ State: _____	District: _____ State: _____

9. In case of Emergency, whom you want us to contact.

Name _____ Relationship _____

Phone No: _____ Email id: _____

10. Educational details

Degree/diploma/certificate	Year	Board/university	Subject	Percentage

11. Employment History (Start with Present]\employment)

S. No.	Joining Date	Employer	Post held	Job profile	Reasons of leaving	Last salary taken

12. Two strengths: a) _____

b) _____

13. Two weaknesses: a) _____

b) _____

14. Your hobbies: a) _____

b) _____

15. Computer literacy. Tick the relevant section:

MS Word

MS Excel

Power Point

Tally

16. Do you know driving. Tick the relevant section:

Four wheeler

Two wheeler

Valid Licence

17. References : (Please give details of two references one of which must be your current or most recent employer)

Name: _____	Name: _____
Address: _____	Address: _____
Mobile No.: _____	Mobile No.: _____
Email id: _____	Email id: _____
Organisation: _____	Organisation: _____
Designation: _____	Designation: _____

I hereby declare that the information given by me is correct. If any information given above is not true, my candidature shall be rejected. I will adhere to all the policies of NDF during my employment period.

Place: _____

Signature of the Applicant

Date: _____