

# DSB LAW GROUP PRIVATE LIMITED

## EMPLOYMENT PROPOSAL FORM

(PLEASE FILL IN BLOCK LETTERS)

1. FULL NAME: \_\_\_\_\_

2. ADDRESS  
i) PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ii) PERMANENT: \_\_\_\_\_  
\_\_\_\_\_

MOBILE: \_\_\_\_\_ EMAIL ID: \_\_\_\_\_

AFFIX  
LATEST  
PASSPORT  
SIZE  
PHOTOGRAPH  
DULY  
SIGNED

3. DATE OF BIRTH: \_\_\_\_\_ BLOOD GROUP: \_\_\_\_\_  
NATIONALITY: \_\_\_\_\_ GENDER: \_\_\_\_\_ CATEGORY: RESERVED/GENERAL

4. FAMILY DETAILS

i) NAME OF FATHER/HUSBAND/GUARDIAN: \_\_\_\_\_  
MOBILE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

ii) MARITAL STATUS: MARRIED/UNMARRIED/DIVORCED  
NO. OF CHILDREN: \_\_\_\_\_

iii) FAMILY PROFESSION DETAILS (Attach sheets if necessary):

Name	Age	Occupation	Relation	Mobile No.

iv) FAMILY INCOME: \_\_\_\_\_

5. POSITION APPLIED FOR: \_\_\_\_\_

6. MINIMUM ACCEPTABLE SALARY: \_\_\_\_\_

7. DO YOU OWN A LAPTOP? **YES/NO**

IF NO, ARE YOU WILLING TO PURCHASE A NEW LAPTOP? **YES/NO**

8. ARE YOU WILLING TO RELOCATE TO JALANDHAR? **YES/NO**

9. a) ARE YOU COMFORTABLE WORKING BEYOND THE NORMAL WORKING HOURS/ON A HOLIDAY IN THE TIME OF EXIGENCY: \_\_\_\_\_

b) ARE YOU COMFORTABLE TRAVELLING OUTSIDE YOUR HOMETOWN, WHENEVER REQUIRED FOR THE PURPOSE OF WORK? \_\_\_\_\_

10. LANGUAGE PROFICIENCY (TICK IN APPROPRIATE COLUMN):

Language	Understand	Speak	Read	Write
English				
Hindi				
Punjabi				
Any other				

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11. IF YOU HAVE HAD ANY SERIOUS ILLNESS/OPERATION/ACCIDENT, PLEASE GIVE DETAILS:

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12. ARE YOU SUFFERING ANY DISABILITY? PLEASE GIVE DETAILS:

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13. a) HAVE YOU EVER BEEN CONVICTED? **YES/NO**

IF YES, GIVE PARTICULARS: \_\_\_\_\_

b) HAVE YOU EVER BEEN INVOLVED IN ANY LEGAL PROCEEDINGS? **YES/NO**

IF YES, GIVE DETAILS: \_\_\_\_\_

14. EDUCATIONAL QUALIFICATION (MATRICULATION AND ABOVE):

Examination Passed	Stream	Percentage	Name of College / School	Board / University	Year of Passing	Regular / Correspondence	Subject
10 <sup>th</sup>							
12 <sup>th</sup>							
Diploma							
Graduation							
Post Graduation							
Certificate Course							
Other (if any)							

15. TECHNICAL EXPERTISE:

Please tick off the Level of Knowledge that you possess for the following applications:

S.NO.	APPLICATION	LEVEL OF KNOWLEDGE
1.	MS Office	Basic/Average/Expert
2.	Adobe Reader	Basic/Average/Expert
3.	Internet	Basic/Average/Expert

If you are familiar with any other technical tools please specify:

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16. PREVIOUS EXPERIENCE

Please give the following details related to the last 3 organizations where you have worked.  
(If the number of previous employers is more than 3, please attach a separate sheet)

Name of Company	Job Location	Last Designation Held	Profile	Date of Joining	Reason of Leaving	Date of Relieving	Cash in hand	Total CTC

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## 16. ADDITIONAL DETAILS:

i) Achievements:

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ii) Information on socio-culture/leisure time activities/hobbies:

- a) School: \_\_\_\_\_  
b) College: \_\_\_\_\_  
c) Subsequently: \_\_\_\_\_

iii) Your special abilities, if any:

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## 17. HAVE YOU APPEARED FOR AN INTERVIEW WITH DSB LAW GROUP PRIVATE LIMITED?

**YES/NO**

IF YES, PLEASE FILL THESE DETAILS:

POSITION: \_\_\_\_\_ DATE OF INTERVIEW: \_\_\_\_\_

REASON FOR NOT JOINING: \_\_\_\_\_

## 18. HOW DID YOU GET TO KNOW ABOUT OUR COMPANY?

**JOB PORTAL / SOCIAL MEDIA / WEBSITE / NEWSPAPER / FRIENDS OR RELATIVES**

ANY OTHER SOURCE, PLEASE SPECIFY: \_\_\_\_\_

## 19. DO YOU HAVE ANY REFERENCES AT DSB LAW GROUP PRIVATE LIMITED?

**YES/NO**

IF YES, PLEASE SHARE THE DETAILS:

NAME: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

## 20. DO YOU HAVE ANY BOND PERIOD WITH THE PREVIOUS EMPLOYERS? **YES/NO**

IF YES, PLEASE FILL THE DETAILS:

EMPLOYER'S NAME: \_\_\_\_\_ BOND PERIOD: \_\_\_\_\_

DATE OF JOINING: \_\_\_\_\_ DATE OF LEAVING: \_\_\_\_\_

21. IF SELECTED, PLEASE SPECIFY THE EARLIEST DATE BY WHEN YOU CAN JOIN: \_\_\_\_\_

22. WHETHER YOU WILL WORK CONTINUOUSLY OR STAGGERED: \_\_\_\_\_

23. WHETHER YOU WILL ADHERE TO THE DEADLINES RELATING TO PROFESSIONAL WORK: **YES/NO**

24. WILL YOU BE COMFORTABLE TO VISIT CLIENTS AS AND WHEN REQUIRED: **YES/NO**

## 25. REFERENCES:

Share with us details of **3 Professional References**. Experience candidates should provide the reference of their supervisors (current/previous) while freshers must provide the references of their teachers/professors:

S.NO.	NAME	CONTACT NO.	DESIGNATION	ORGANIZATION
1.				
2.				
3.				

**I have no objection to a Reference Check.**

# DSB LAW GROUP PRIVATE LIMITED

Declaration: - I hereby declare that the above given information is true and correct to the best of my knowledge. In the event of employment, if any information is found to be untrue, employment will be terminated without notice.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_