

**Job Application Form (To be filled in CAPITAL WORDS)**

Post Applied for \_\_\_\_\_

1. Applicant's Name \_\_\_\_\_ 2. Father/Husband \_\_\_\_\_

3. Date of Birth \_\_\_\_\_ 4. Domicile \_\_\_\_\_

5. CNIC No. \_\_\_\_\_ 6. Gender  M  F 7. Email \_\_\_\_\_

8. Contact No. (Primary) \_\_\_\_\_ 9. Contact No.(Secondary) \_\_\_\_\_

10. Permanent Home Address \_\_\_\_\_

11. Mailing Address \_\_\_\_\_

12. Bank Draft / Deposit Slip No. \_\_\_\_\_ Amount Rs. \_\_\_\_\_ Date \_\_\_\_\_

**13. Educational Qualification (Starting from Matric)**

S#	Certificate/Degree	Certificate/ Degree Title	Name of Institution	Passing Year	Marks (Obtained/Total)	Grade/Div.
1	Matric (10 Years)					
2	Intermediate/ D.A.E.(12/13 years)					
3	Bachelor (14 Years)					
4	Bachelor(Hons)/ Master(16years)					
5	MS/M.phil (18 Years)					
6						

14. Mention Basic Qualification upon which you are applying for the Post: \_\_\_\_\_

15. Experience (Please write the most recent/current job 1st)

S#	Designation / Post	Name of Organization	From	To	Total Experien ce	Reason for Leaving
1						
2						
3						
4						
5						
6						
7						

16. Total Post Degree Experience as on closing date of Application:

DD	MM	YYYY

17. Total Relevant Experience:

DD	MM	YYYY

**18. Professional Training Courses / Diplomas etc. (of 03 or more months)**

S#	Course/Training Title	Institution Name	From	To	Duration
1					
2					
3					
4					

**19. Computer Literacy/Courses:** i. \_\_\_\_\_ ii. \_\_\_\_\_ iii. \_\_\_\_\_

**20. Languages (with good fluency in writing and speaking)**

i. \_\_\_\_\_ ii. \_\_\_\_\_ iii. \_\_\_\_\_ iv. \_\_\_\_\_

**21. Attached documents to the form as per below order of attachment and tick mark the box:**

1	2 attested photos , cover letter and CV	<input type="checkbox"/>
2	Job Application form	<input type="checkbox"/>
3	Attested copies of CNIC and Domicile	<input type="checkbox"/>
4	Attested copies of Academic certificates/degrees & DMCs (Starting from SSC)	<input type="checkbox"/>
5	Attested copies of experience certificates (Starting from recent most)	<input type="checkbox"/>
6	Attested copies of training certificates	<input type="checkbox"/>

(You may mention more by writing down)

**22. Applicant's Declaration:** I, Mr./Ms. \_\_\_\_\_, do hereby solemnly declare and affirm that I have read and understood the instructions and conditions and I have filled-up the application form as per instructions. In case of any information contained herein is found at any stage to be missing, untrue, false or forged, my candidature can be cancelled at any stage (even after employment, if so revealed later), and I shall be liable to legal action and deposit back all pay and allowances of the post and expenditure of hiring process.

Date: \_\_\_\_\_ Thumb Impression: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_, CNIC #: \_\_\_\_\_ Signature: \_\_\_\_\_

- Note:**
- Job Applications, duly filled, will be only accepted against the advertised posts.
  - Application without original Deposit Slip or Bank Draft will not be accepted.
  - Job Application submitted after closing date will not be accepted.
  - Candidates will be called through Given Contact Numbers or Email.
  - Only Shortlisted Candidates will be called for Test/interview.