Fresa Technologies

Neutral IT Solution Provider

Disclaimer

The following is intended to outline our general product direction. It is intended for information purposes only, and may not be incorporated into any contract. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decision. The development, release, and timing of any features or functionality described for Fresa Technologies products remains at the sole discretion of Fresa Technologies.

FRESA TECHNOLOGIES

Great Place To Work. Certified

EMPLOYMENT FORM

Dear Candidate,

Welcome to Fresa Technologies, please read all the columns of this form carefully andprovide information as much as possible. While analysing this form, we required your copiesof all educational, technical certificates along with experience certificates. Please use additional sheet as and when required. All these details will be updated on the intranet.

Personal Information:

Name (in full):.....

Father's/Husband's Name: ..... Occupation : .....

Date of Birth: ..... Blood Group: ..... Gender : Male/Female.....

Religion: ..... Nationality: .....

Current City: ..... Marital Status: .....

Passport Number: .....

Current Contact Details:

Address: .....

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Phone (Resi): ..... Mobile:..... Email: .....

Permanent Contact Details:

Address :.....

..... Phone (Resi):

..... Mobile:..... Email: ..... Emergency Contact

No:..... Name of the person:.....(In case of any urgency)

Family Details:

Name	Relation	Age	Occupation

Academic Details:

Educational:

Please give information from 10th Std. onwards. Also add professional qualifications and postgraduate diplomas or degrees (full time and part time)

Year of Passing	Degree/Diploma	College/University/Institute	Grade / %

Training Programs Attended:

Name of the program	Duration	Name of the Trainer/ Institute	Remarks

Known Computer Softwares/Operating System & Hardwares:

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Language Fluency:

Known Languages	Read	Write	Speak

Referenced by:

Reference Person Name	Address with Company Name	Email ID	Mobile No

Work Experience (start with current employment)

Name of the Employer:.....

Nature Of Business: .....

Current Designation: ..... Date of Joining:.....

Key Responsibilities:

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Previous Employment Details: (from latest to old)

Name of the Employer	Designation	From	To	Reasons for leaving

Rewards & Recognition

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Salary Details: (Kindly enclose a copy of your latest salary slip)

Current CtC [pa]: ..... Expected CtC [pa] : .....

Other Benefits [pa]:.....

Incentives .....

Other Information: (Mandatory to fill)

- Are you COVID-19 Vaccinated? If yes, please mention Vaccine name with dosage level

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- What is the general state of your health? .....
- Please provide the full name and address of your medical practitioner: .....

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- Do you wish to give any additional information?): .....
- Where do you wish to be located (indicate in order of preference): .....
- Are you flexible to work at any of our Company's Branch Locations?: .....
- Will you agree to work under 3 Years Work Contract?: .....

if you have been involved in any criminal cases or court proceedings, please furnish the details:

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Declaration:

I certify that the foregoing information is correct and complete to the best of my knowledge. I am not aware of any circumstances which might impair my fitness, medically and otherwise for taking up employment. If at any time, I am found to have concealed any material information or given false details, my appointment shall be liable to be terminated summarily without further notice or compensation. I assure you that I am willing to work in with the company on my own interests without any external interference and will not compete in business with the company during my tenure.

Place: .....

Date: .....

(Signature of the applicant)

Note: please forward the below details along with completed employment form

1. Fresa_Employment_form_candidate_name.docx
2. Copy of Date of birth certificate.
3. Copy of PAN Card/Acknowledgement slip of Form 49, if applied for PAN No.
4. Copy of parent's or spouse's and children's Aadhar card.
5. Signed copy of appointment letter (at the time of joining).
6. 10th Std mark sheet/certificate.
7. 12th Std or Diploma mark sheet/certificate.
8. Graduation mark sheet/certificate.
9. Post-Graduation mark sheet/certificate.
10. Other relevant technical/educational certificates/awards.
11. Resignation/Relieving Letter from all past employers (if applicable).
12. Experience Letters from all your past employers (if applicable).
13. Latest 3 full month Pay-slip/Salary certificate (if applicable).
14. Last employer offer/appointment letter with latest increment letter (if applicable).
15. Passport – all non-blank pages (if applicable).
16. Permanent residential address proof and ID proof (Ration Card/Voter ID/License Copyetc.)
17. Three passport size color photo with white background (soft copy by email - pleasespecify the name and blood group back side of the photo – to prepare ID card).
18. You have to bring your own LAPTOP.
19. Your phone should have option to use our sim for official purpose.
20. You must be having your own setup of Work from Home, including Table, Chair andInternet connectivity (Applicable on certain terms)