

# Human Resource Manual

Document No  
ML/HR/F5  
Issue Date Rev No.  
01/03/2012 2



Position Applied for:	Date of Application :
Reference:	
Present Location of Residence :	

Application  
without  
Photograph will not  
be considered

1. PERSONAL DETAILS			
Full Name in Block Letters		Sex	Blood Group
_____	_____	_____	_____
First name	Middle Name	Surname	
Permanent Home Address	Present Residential Address (For Communication)		Age:
			Date of birth
			Place of birth
		Email #	
		Tel No #	
		Mobile #	
Father's Name, Occupation :		Domicile	
Husband's/wife's name, Occupation :		Marital Status	
		Single/Married/Widowed	
Brothers, Sisters, their ages, Occupation :		Ages of children	
State the No. of dependents you have:_____		Boys Girls	
		1.	
		2.	
		3.	
Hobbies and Leisure Pursuits (Including Sports Activities)		Health (Mention any disability, serious illness or operation you had)	
Languages (Underline Mother Tongue)	Spoken:	Height	Weight
	Read:		
	Written:		
Membership of Professional Organisation /Social Institutions (Mention nature of Involvement)		Do you own Car / Scooter	
		Driving License No. _____	
		Date: _____	
Magazines / Journals/Books you read			



## Mosil Lubricants Private Limited

Technical Services Dept: "ANIRA" Plot No. A-791/3, MIDC Kopar Khairne, Navi Mumbai - 400701. INDIA  
T: +91 22 2464 0500 /0501 | F: +91 22 2778 8505 | E: corporate@mosil.com | W: www.mosil.com  
Regd Office: 166/1, "KALANIDHI", Sion (West), Mumbai - 400 022 | CIN # U23200 MH 2000 PT C124177

# Human Resource Manual

Document No  
ML/HR/F5  
Issue Date Rev No.  
01/03/2012 2



## 2. EDUCATION & TRAINING

	Name Of School /College and Board /University	Exams Passed	Month & Year of Passing	Class & %age of marks	Main Subjects
School Level					
H.S.C Level					
Graduation					
Post Graduation					
Professional or Technical Courses					
Scholastic Achievements <small>(Mention Scholarships, Awards won etc.)</small>			Professional Training <small>(Participation if any, in short duration courses)</small>		

## 3. ABOUT SELF

What, according to you, are your:

(a) Strengths and weakness:

(b) Achievements and failures

(c) Ambitions and career plans:

(d) Describe briefly the most difficult situation you faced on the job & the way you managed it.



### Mosil Lubricants Private Limited

Technical Services Dept: "ANIRA" Plot No. A-791/3, MIDC Kopar Khairne, Navi Mumbai - 400701. INDIA  
T: +91 22 2464 0500 /0501 | F: +91 22 2778 8505 | E: corporate@mosil.com | W: www.mosil.com  
Regd Office: 166/1, "KALANIDHI", Sion (West), Mumbai - 400 022 | CIN # U23200 MH 2000 PT C124177

# Human Resource Manual

Document No  
ML/HR/F5  
Issue Date Rev No.  
01/03/2012 2



4 (a) WORK EXPERIENCE (including your present appointment; start with present job) (use additional sheet if required)				
Duration From To	Name & Address of Employer	Designation & nature of your duties	Consolidated Salary last drawn	Reasons for Leaving

4 (b) PRESENT APPOINTMENT		
Name & address of Employer:		
Phone No.		
Nature of Business	Annual Turnover	No. of Employees
Nature of Duties		
Date of joining	Position on joining	
Present position	w. e. f.	
To whom are you reporting to		
<b>Current Monthly Salary</b> Basic Rs. _____ D. A. Rs. _____ H. R. A. Rs. _____ Conveyance Rs. _____ Rs. _____ Total CTC: Rs. _____ In-Hand: Rs. _____	<b>Other benefits/perks</b> <small>(Mention amt. and %age)</small> P. F. : _____ Gratuity: _____ Bonus : _____ Superannuation: _____ L. T. A. : _____ Medical : _____	<b>Nature of present Accommodation</b> Your own/Rented by you/Provided by Co. _____ _____ <b>Notice period required to Join</b> _____ _____ <b>Consolidated Salary Expected</b> _____



## Mosil Lubricants Private Limited

Technical Services Dept: "ANIRA" Plot No. A-791/3, MIDC Kopar Khairne, Navi Mumbai - 400701. INDIA  
 T: +91 22 2464 0500 /0501 | F: +91 22 2778 8505 | E: corporate@mosil.com | W: www.mosil.com  
 Regd Office: 166/1, "KALANIDHI", Sion (West), Mumbai - 400 022 | CIN # U23200 MH 2000 PT C124177

**Human  
Resource  
Manual**

Document No  
ML/HR/F5  
Issue Date Rev No.  
01/03/2012 2



**5. GENERAL INFORMATION**

Work References (Give name, occupation, phone no. & address of two persons, not related to you & not in our employ, to whom we can apply for reference immediately)

1.	2.
----	----

Are you related to or do you know anyone in our employed with Mosil?  
If yes, please state Name, Dept. & Relationship.

Have you been interviewed by us before? If yes, for what post and when?

Reasons for seeking a new job

I certify that to best of my knowledge the foregoing statements and educational/employment/medical history and all the other information given by me are true. I understand that if I am employed, any misrepresentation or omission by me herein will be sufficient cause for dismissal from this Company. I also authorize any investigation of the above information for purposes of verification.

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



**Mosil Lubricants Private Limited**  
Technical Services Dept: "ANIRA" Plot No. A-791/3, MIDC Kopar Khairne, Navi Mumbai - 400701. INDIA  
T: +91 22 2464 0500 /0501 | F: +91 22 2778 8505 | E: corporate@mosil.com | W: www.mosil.com  
Regd Office: 166/1, "KALANIDHI", Sion (West), Mumbai - 400 022 | CIN # U23200 MH 2000 PT C124177