**Personal and Job History**

|  |  |
| --- | --- |
| First Name Middle Name Surname | Date of / /  Birth DD / MM / YYYY |
| Place of Birth: | Marital  Status Single / Married / Separated / Divorced |
| Gender:  Male / Female | If Married Name of Spouse  Occupation of Spouse |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Education | | | | |
| Year of Passing | From 1st Public Examination | Name of School / College / Institution | University | % Marks  GPA |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 2. Scholastic Achievements |
| *List out any outstanding achievements during School / College / Post Graduation / Doctoral Study* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3. Projects | | | | |
| Year | Name of Institution / Company | Title of Project | Duration | |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4. Job History starting from Last position | | | | | | |
| From | To | Institution / Company | Location | Designation | Briefly Duties Performed | Reason for Leaving |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 5. Mention 3 KPI’s in your current job and in the immediately previous job | | | |
| Current Job | | Immediately Previous Job | |
| 1 |  | 1 |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6. Mention 3 significant contributions you made in your current job and immediately preceding job | | | |
| Current Job | | Immediately Previous Job | |
| 1 |  | 1 |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7. About the current job | | | |
| What did you like most? | | What did you like least? | |
| 1 |  | 1 |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |

|  |
| --- |
| 8. Reasons for leaving current job / having left last job? |

**Name of Applicant Place Date**