

# QUESTIONNAIRE

<b>JOB TITLE (FACTORY / OFFICE)</b>	
<b>DEPARTMENTS:-</b>	
1) SALES DEPARTMENT :-	
2) MANUFACTURING DEPARTMENT :-	
3) ACCOUNTS DEPARTMENT :-	
4) HR DEPARTMENT :-	
<b>NAME :</b>	<b>DATE</b>
AGE :            DATE OF BIRTH:	
RESEDENTIAL ADDRESS:	NATIVE PLACE ADDRESS:
CONTACT NO:	CONTACT NO:
<b>JOB TIME: Office Time / Factory Time</b>	
<b>SALARY</b>	OLD:                                  NEW:
FIXED AFTER 1 MONTH :	
NO BONUS FOR 1ST 6 MONTHS:	
AFTER 6 MONTHS 1 BONUS (1MONTH SALARY)	
TO BE REVIEWED AFTER	1 MONTH / 3 MONTHS / 6 MONTHS
<b>LEAVE 9 DAYS IN A YEAR</b>	
<b>2 REFERENCES (MANDATORY)</b> PROFESSIONAL FROM INDUSTRIES.REPUTED PERSONNEL FROM REPUTED CO.,GOVT ORGANISATION, BANK, OR ANY OTHER REPUTED PERSON. DOCTOR/ENGINEER.	1) NAME:
	TELE:                                  (M):
	2)NAME:
TELE:                                  (M):	
<b>FAMILY HISTORY</b>	
	1) HEALTH: 2) PEOPLES:
<b>ALL SUPPORTING DOCUMENT</b>	
A) ACADEMIC	
B) LAST JOB REFERENCE	
C) REASON OF LEAVING OLD JOB	1)
	2)
	3)
D) LAST SALARY PAY SLIP	
<b>KNOWLEDGE</b>	
A) ISO 9001:2015, 14001:2015, 45001:2018, 7396-1:2016 KNOWLEDGE	
B) MANAGEMENT TOOL KNOWLEDGE	
C) OR ANY OTHER	
<b>Your Skill</b>	
<b>COMPUTER KNOWLEDGE</b>	
MS OFFICE	
A) WORD	
B) EXCEL	
C) POWER POINT	
D) ACCESS	
E) TALLY A/C 4.5/5.4/6.3	
F) OTHER	
<b>INTERNET</b>	
A) E-MAIL SEND & RECEIVE	
B) NET SURFING	
C) ANY OTHER SOFTWARE	
<b>MARTIAL STATUS</b>	
<b>PHOTO</b>	WORK EXPERIENCE
	PARTICULAR JOB
	HOLIDAYS NO.OF DAYS
	EXIT :- ( 1 MONTH FROM EITHER SIDE)
<b>ALL THE ABOVE INFORMATION PROVIDED IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE</b>	
website : <a href="http://www.mandevtubes.com">www.mandevtubes.com</a>	
<b>JOINING DATE:</b>	
<b>SIGNATURE OF CANDIDATE</b>	<b>SIGNATURE OF DIRECTOR</b>
	<b>DATE</b>