



RELAXO FOOTWEAR LIMITED

EMPLOYMENT APPLICATION FORM

Quality Par Excellence

PLEASE WRITE IN BLOCK LETTERS

Position applied for _____ Interview Date _____ Location Preference _____

PERSONAL DETAILS:

Name (In Block Letters) _____

Date of Birth		Mobile No.	Marital Status	First Name	Middle Name	Last Name
Age		Land Line No.	E-Mail ID			

ATTACH PHOTO

Residential Address:

Permanent Address:

SOURCE: [Tick ✓ in front of the source of your reference]

Placement consultant: (Mention Consultant Name)	Newspaper advertisement:
Employee reference:	Job portal :
Relaxo website:	Walk in:

FAMILY DETAILS:

Relation	Name	Occupation	Organization	Dependent (Yes/No)
Spouse				
Mother				
Father				

EDUCATIONAL QUALIFICATION: [In chronological order starting from intermediate]

Degree/Diploma	Year of Qualifying	Institute/Board	Subject/ Specialization	% of Marks

PROFESSIONAL QUALIFICATION:

Degree/Diploma	Year of Qualifying	Institute/Board	Subject/ Specialization	% of Marks

LANGUAGE PROFICIENCY:

Language	Read	Write	Speak

COMPUTER PROFICIENCY

Software Packages _____

References (One must be from current/Previous employer-Preferably Reporting Manager or HR Manager)

Name	Designation/ Working Relationship(if any)	Organization	Email ID	Mobile No

EMPLOYMENT HISTORY [In chronological order, beginning with the current organization]

Name of the Organization	Designation Joined as	Relieved as	From	To	Key Responsibilities	Annual salary (INR)	Reason of leaving

PRESENT SALARY DETAILS

MONTHLY		ANNUAL	
Component	Amount	Component	Amount
Basic		LTA	
HRA		Medical	
Provident Fund (Employer Contribution)		Bonus	
Conveyance		Car EMI	
Special Allowance		Driver	
Reimbursements		Other Benefits	
Monthly Total cash in hand		Total	
Total Gross Salary Rs _____		Total Cost To Company Rs _____	

EXPECTATION

Salary _____ **Benefits** _____

TRAINING ATTENDED

Name of the Institution	Nature of Training	Duration

Do you carry out any business or any other remunerative activities? If so, give detail _____
 We are an equal opportunity employer however, we would like to know that, do you suffer from any health problems/are you Differently Abled ?
 If yes, please specify. -----

Have you ever been arrested under any case or any litigation pending under court of law ? If yes, write the nature of the case. _____

Do you have any friends / relatives working with Relaxo? If yes, please provide the details.

Name _____ designation _____ department _____

Have you been interviewed by Relaxo earlier. If yes, please mention the position you had given the interview for?

Declaration: The above information is true to the best of my knowledge and belief. I accept that providing any false information could result in my dismissal from the organization.

Date: _____ **Place:** _____ **Signature:** _____