Vortex India – Employment Application Form

Thank you for your interest in joining Vortex India. Please fill in all sections clearly and completely. Information provided will be kept confidential and used only for recruitment purposes.

Section 1: Position Details

Field	Your Answer
Position Applied For	
Department (Sales / Service / Accounts / Admin / Other)	
Preferred Work Location	
Date of Application	
How did you hear about this opening?	

Section 2: Personal Details

Field	Your Answer
Full Name	
Father's / Husband's Name	
Date of Birth	
Gender	
Marital Status	
Nationality	
Mobile Number	
Alternate Number	

Field	Your Answer
Email ID	
Current Address	
Permanent Address	
Aadhaar Number	
PAN Number	

Section 3: Educational Qualifications

Qualification	Board / University	Year of Passing	Percentage / CGPA
10th (SSC)			
12th (HSC)			
Diploma / Graduation			
Post Graduation			
Other Certifications			

Section 4: Work Experience

Please list your experience starting from the most recent employer.

Company Name	Designation	From	To	Last Drawn Salary	Reason for Leaving

Field	Your Answer
Total Years of Experience	
Current Employer (if employed)	
Current CTC (per annum)	

Field	Your Answer
Expected CTC (per annum)	
Notice Period	

Section 5: Skills

Field	Your Answer
Key Skills	
Computer Knowledge (MS Office, Tally, ERP, Other)	
Languages Known (Read / Write / Speak)	
Do you have a valid driving licence? (Yes / No)	
Own vehicle available? (Yes / No)	
Willing to travel for work? (Yes / No)	
Willing to relocate? (Yes / No)	

Section 6: References

Reference	Name and Company	Designation	Contact Number
Reference 1			
Reference 2			

Section 7: Additional Information

Field	Your Answer
Have you ever been convicted of any offence? (Yes / No)	

Field	Your Answer
Any health condition we should be aware of?	
Earliest date you can join	
Why do you want to join Vortex India?	

Declaration

I hereby declare that the information given above is true and correct to the best of my knowledge. I understand that any false information may lead to rejection of my application or termination of employment.

Name	
Signature	
Date	
Place	

Please attach your latest resume, passport-size photograph, and copies of your educational and experience certificates.