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| **PleaseFill upinBLOCKletters** |
| **(Onlyonepositioncanbeappliedperform)** |
| **Date** | **PositionAppliedFor** |
|  |  |
| **First Name** | **Last Name** |
|  |  |
| **Gender** | **Marital Status** |
| **Male** | **Female** | **Single** | **Married** | **Other** |
| **Fathers Name** | **Spouse Name** |
|  |  |
| **Nationality** | **Date of Birth** | **Religion** | **Blood Group** |
|  |  |  |  |
| **CNIC No.** | **Domicile** |
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| **Contact Information** |
| **Residence Phone No.** | **Cell No.** |
|  |  |
| **Office Phone No.** | **Fax No.** |
|  |  |
| **Office E-mail** | **Personal E-mail** |
|  |  |
| **Permanent Address (For Postal & Communication Please)** |
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| **Address Details** |
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| **Next of Kin** |
| **Name** | **Relation** |
|  |  |
| **Phone No.** | **Cell No.** |
|  |  |
| **Address** |
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| **Education (Highest Degree First)** |
| **Degree** | **Institute/Board/University** | **Marks Obtained** | **Grade** | **Passing Year** |
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| **Professional Information (PM&DC, PNC, CPSP, PEC)** |
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|  |  |  |  |  |  |
| **Research Publication (If any use additional pages in case of more publications)** |
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| **Employment History (Most Recent First)** |
| **Organization Name** | **Designation** |
|  |  |
| **Last Salary** | **From** | **To Date** | **Leaving Reason** |
|  |  |  |  |
| **Organization Name** | **Designation** |
|  |  |
| **Last Salary** | **From** | **To Date** | **Leaving Reason** |
|  |  |  |  |
| **Organization Name** | **Designation** |
|  |  |
| **Last Salary** | **From** | **To Date** | **Leaving Reason** |
|  |  |  |  |
| **Organization Name** | **Designation** |
|  |  |
| **Last Salary** | **From** | **To Date** | **Leaving Reason** |
|  |  |  |  |
| **Organization Name** | **Designation** |
|  |  |
| **Last Salary** | **From** | **To Date** | **Leaving Reason** |
|  |  |  |  |
| **Are you currently employed? Please (√) the box.** | **Yes** | **No** |
| **Are you currently under any Govt. service? Please (√) the box.Provide NOC if yes** | **Yes** | **No** |
| **Can we approach your current employer?****Please (√) the box.** | **Yes** | **No** |
| **Do you have any criminal record?****Please (√) the box.****If yes; please provide details** | **Yes** | **No** |
|  |
| **Do any of your relatives/acquaintances currently work at HMC? Please (√) the box****If yes, please provide details** | **Yes** | **No** |
|  |
| **MR Number** | **Name** | **Designation** | **Department** |
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|  |  |  |  |
| **Language** | **Read** | **Write** | **Speak** |
|  |  |  |  |
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|  |  |  |  |
| **References** |
| **Name** | **Organization** | **Designation** | **Contact No.** | **E-mail** |
|  |  |  |  |  |
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| **Disabilities (if any)If yes, please specify** |
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| **I certify that the above information is correct to the best of my knowledge. In case of any wrong declaration, I will be liable for any consequences including dismissal without notice.** |
| **Thumb Impression \_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature ofApplicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **FOR OFFICIAL USE ONLY****Dealing Assistant I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dealing Assistant II \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Superintendent HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****BANK INFORMATION****Bank Name**

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**Account Title**

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**Account No**

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**Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****FREQUENTLY ASKED QUESTIONS (FAQs)****Q. I am interested in applying for more than one position. Do I need to complete a separate application for each position?****A. Yes, a separate form is required for every position.****Q. Am I required to follow up on my application?****A. No, once your application is received and found suitable for the position, you will be contacted by the HR Department.****Q. How I will be informed if short listed?****A. We inform candidates via office order, telephone and email.****Q. Does HMC give TA/DA to applicants?****A. No TA/DA is permissible.** |