



MTI-HMC APPLICATION FORM FOR EMPLOYMENT

ATTACH Attested photocopy of CNIC.

- 2 attested (passport size) photographs.
- Attested Photocopies of all necessary documents like Degree, certificates, experience certificate, domicile, License

NOTE Bring your original documents at the time of interview.

- All information fields are mandatory; incomplete form shall not be entertained.
- If any fields irrelevant, mark as N/A.

ATTACH
Passport size(2Photos)

Please Fill up in BLOCK letters				
(Only one position can be applied for perform)				
Date		Position Applied For		
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		
Contact Information				
Residence Phone No.		Cell No.		
Office Phone No.		Fax No.		
Office E-mail		Personal E-mail		

Permanent Address (For Postal & Communication Please)

Country	Province
District	City
Address Details	

Next of Kin

Name	Relation
Phone No.	Cell No.
Address	

Education (Highest Degree First)

Degree	Institute	Marks Obtained	Grade	%Age	Passing Year	Board/University

Professional Information (PM&DC, PNC, CPSP, PEC etc)

Type	Professional Body	Number	Issue Date	Expiry Date

Research Publication (If any use additional pages in case of more publications)

Employment History (Most Recent First)

1.	Organization Name		Designation			
	Email	Phone No.	Last Salary	From	To Date	Leaving Reason
2.	Organization Name		Designation			
	Email	Phone No.	Last Salary	From	To Date	Leaving Reason
3.	Organization Name		Designation			
	Email	Phone No.	Last Salary	From	To Date	Leaving Reason
4.	Organization Name		Designation			
	Email	Phone No.	Last Salary	From	To Date	Leaving Reason
5.	Organization Name		Designation			
	Email	Phone No.	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 Yes No Provide NOC

Can we approach your current employer?
Please (√) the box Yes No

Do you have any criminal record?
Please (√) the box Yes No

If yes; please provide details

Do any of your relatives/acquaintances currently work at HMC? Please (√) the box Yes No

If yes, please provide details

MR Number	Name	Designation	Department

Languages

	Read	Write	Speak
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

References

Name	Organization/Department	Designation	Contact No.	E-mail

Disabilities (if any) Yes No

If yes, please specify

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 of Applicant** _____

Date _____

FOR OFFICIAL USE ONLY

Eligible Dated _____

Not Eligible

Interviewed Yes No Called On

Dealing Assistant I _____ Dealing Assistant II _____

Superintendent HR _____

Bank Information

Bank Name

Account Title Account No

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.