

# Job Application Form

(Must be filled by the Candidate in her own handwriting with blue ballpoint)

## SoftVision College of Information Technology

Rafi Qamar Road Satellite Town, Bahawalpur.

Post Applied for: **The Admin Officer** Job Type: **On contract**

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Profession: \_\_\_\_\_

Mother's Profession: \_\_\_\_\_

Religion: \_\_\_\_\_ Sect: \_\_\_\_\_

CNIC #: \_\_\_\_\_ (Attach attested copy)

Marital Status: **Single/Married/Widow/Divorced (Tick one)**

Date of Birth: (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

E-mail ID: \_\_\_\_\_ Disability (if any): \_\_\_\_\_

Cell #: \_\_\_\_\_ Landline #: \_\_\_\_\_

**Minimum acceptable Salary: Rs. \_\_\_\_\_ (Minimum contract period will be for 5 Years)**

Permanent address: \_\_\_\_\_

Present Residential Address: \_\_\_\_\_

**Academics:**(Must attach attested copy of each degree/Certificate in the same order as per Sr. # given below)

| Sr. # | School/College/University Attended | Degree/Certificate | Passed from (Board/University) | Passing Year | Obtained Marks | Total Marks | % of obtained Marks |
|-------|------------------------------------|--------------------|--------------------------------|--------------|----------------|-------------|---------------------|
| 1     |                                    | Secondary School   |                                |              |                |             |                     |
| 2     |                                    | Intermediate       |                                |              |                |             |                     |
| 3     |                                    | B.A/B.Sc./BS/B.Com |                                |              |                |             |                     |
| 4     |                                    | Master/MS          |                                |              |                |             |                     |
| 5     |                                    | B.Ed./M.Ed.        |                                |              |                |             |                     |
| 6     |                                    | Any other          |                                |              |                |             |                     |

**Recent Experience (Max 3):** PI Attach attested copy of Experience Certificate which may be verified from the issuance Authority

| Sr. # | Organization to whom served | From | To | Job Position | Start Salary | Last drawn salary |
|-------|-----------------------------|------|----|--------------|--------------|-------------------|
| 1     |                             |      |    |              |              |                   |
| 2     |                             |      |    |              |              |                   |
| 3     |                             |      |    |              |              |                   |

**Hobbies:** -(1) \_\_\_\_\_ (2) \_\_\_\_\_

**Mention three Weaknesses of your personality:-**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**Mention three strengths of your personality:-**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**Candidate's Signature with date**