



## Joining Formalities Form

Company Name: **AMVIKA NEXT**

Employee Code (to be filled by HR): \_\_\_\_\_

### 1. Personal Details

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

Father's / Mother's Name: \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_

Gender:  Male  Female  Other \_\_\_\_\_

Marital Status:  Single  Married  Other \_\_\_\_\_

Nationality: \_\_\_\_\_

### 2. Contact Details

Current Address: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Mobile Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

### 3. Educational Qualification

Qualification	University/Board	Year of Passing	Percentage/CGPA
10 <sup>th</sup>			
12 <sup>th</sup>			
Graduation			
Post Graduation			
Other (if any)			

### 4. Previous Employment Details (if applicable)

Last Organization: \_\_\_\_\_

Designation: \_\_\_\_\_

Duration: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**5. Documents Submitted (tick whichever attached)**

- Resume / CV
- 10th Marksheets & Certificate
- 12th Marksheets & Certificate
- Graduation Certificate
- Post-Graduation Certificate
- Experience Certificates
- Relieving Letter
- Aadhaar Card Copy
- PAN Card Copy
- Passport-size Photographs ( 4 Nos.)
- Bank Account Details (Cancelled Cheque/Passbook Copy)

**6. Bank Account Details (for Salary)**

Account Holder Name: \_\_\_\_\_

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

Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

IFSC Code: \_\_\_\_\_

**7. Emergency Contact Details**

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

Relationship: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Address: \_\_\_\_\_

**8. References / KYC**

Reference 1: Name, Mobile, Address \_\_\_\_\_

Reference 2: Name, Mobile, Address \_\_\_\_\_

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**Declaration**

I hereby declare that all the information provided above is true and correct to the best of my knowledge. I understand that if any information is found to be false, my employment may be terminated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_