

JOB APPLICATION

<u>Entry Information</u>	Month	
	Date	
	Ref Out Side	
	Ref (MGA)	
	Employee Type	
	Applying For (Place)	
	Applying For Deptt.	
	Post Applying For	
	Expected Salary	
<u>Personal Information</u>	Name	
	F/W/Name	
	Gender	
	DOB	
	Address	
	Distt	
	NIC Number	
	Mobile No.	
	PTCL #	
	Blood Group	
	Religion	
	Caste	
<u>Family Information</u>	Father Occupation	
	No. of Brothers	
	Marital Status	
	No. of Children	
<u>Education</u>	Last Qualification	
	Div / Grade / CGPA	
	From	
	Comp. Knowledge	
	Other Courses	
<u>Experience</u>	Current Employer	
	Salary	
	Reason for Leaving	
	2nd Last Employer	
	Salary	
	Reason for Leaving	

APPLICANT SELF EVALUATION

● Describe your strengths & weaknesses in this table.

STRENGTHS	WEAKNESSES

● What do you feel you can do the best? Why?

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● What steps can **you** take to ensure that **you** will achieve your career goal?

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● Give me an example of a problem you faced on the job and how you solved it?

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● What was your greatest contribution in your past position?

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● Why did you leave your last job?

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● Why did you select this particular field of work?

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INSTRUCTIONS:

- ➔ Only short listed candidates will be called for interview
- ➔ Decision will be official and confidential after all requirement process.
- ➔ MGA provides Equal employment opportunities to all the candidates.
- ➔ HR department will not be responsible in case of any rejection.

FOR OFFICIAL USE ONLY	
Official Decision:	
<input type="checkbox"/> Strongly Suitable	<input type="checkbox"/> Suitable
<input type="checkbox"/> Average	<input type="checkbox"/> Not Suitable

EVALUATED BY: _____

REMARKS:.....

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Note: Fill this form & send it to MGA Industries (PVT.) Ltd. 43 km, Multan Road Manga Mandi, Lahore.
Or Scann it & Email to admin@mgaautos.com