

DATE: 17/08/2022

POSITION: Executive Assistant

60K + PD

Shall be for A



(Pvt.) Ltd.

Zara Catherine Joan Thomas

Full Name (As per CNIC)

EMPLOYMENT APPLICATION FORM

PERSONAL DETAILS OF THE APPLICANT

FULL NAME(As per CNIC)	ZARA CATHERINE JOAN THOMAS		
FATHER'S NAME	CHRISTOPHER THOMAS		
CURRENT HOME ADDRESS	JAFER PLAZA, FLAT 302, MANSFIELD STREET SADDAR		
MARITAL STATUS	SINGLE <input checked="" type="checkbox"/>	MARRIED	OTHER
PERSONAL MOBILE	0334-1341229 / 0312-8912064		
RESIDENCE NUMBER			
EMERGENCY CONTACT	0303-2929924	NAME & RELATION	SARA (SISTER)
D.O.B (DD/MM/YYYY)	14 th APRIL 1997		
RELIGION	HINDU	MUSLIM	CHRISTIAN <input checked="" type="checkbox"/> OTHER:
CNIC NO.			
CNIC VALIDITY(DD/MM/YYYY)			
EMAIL ID	zarathomas847@gmail.com		
COVID VACCINATION STATUS	FIRST DOSE	YES	NO
	SECOND DOSE	YES	NO

EDUCATIONAL QUALIFICATION

LAST DEGREE	Diploma in Fashion Design
PASSING DATE	Nov 2018
GRADE/CGPA/%	
UNIVERSITY / INSTITUTE	Iqra University / Asian Institute of Fashion Design

EMPLOYMENT HISTORY

LAST EMPLOYER	Ibex, TRG		
DESIGNATION	Customer Service Specialist		
DURATION	FROM: Nov 21	TO: July 2022	
LAST SALARY	SSK		
REASON FOR LEAVING	Rotational timings		

Position applied for: Executive Assistant

Salary Desired: 60-65K Last Salary Withdrawn: 55K

Have you ever been convicted of any offence? / Do you have any past criminal record?

YES ☐ NO ☒

Any medical ailment which could constraint your performance: N/A

Do you have any relative/friend currently working for Appedology Pvt. Ltd? If yes, state name & position:

Preferred date of joining: 22 August

Desired shift timing:

Morning	<input checked="" type="checkbox"/> Night
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DETAILS OF PREVIOUS EMPLOYER (if any)

Name of contact person: Emad Afridi

Designation: Supervisor

Company Name: Ibex, TRG

Contact Number: 0333 24 239 88

Email ID: _____

I certify that information contained in this application is true and complete & I acknowledge that any misleading would cease the hiring process or may result in immediate termination of employment at any point, if I am hired. I authorize the verification of any or all information listed above.

Date: 17/08/2022

Signature of Applicant: Thomas

Candidate Evaluation Form

English Proficiency & Comprehension Test Score	
Typing Test (WPM)	

1 st Interviewer Name			
Designation and Department		HR	
Detailed Remarks			
Recommendation	YES		No

2 nd Interviewer Name			
Designation and Department			
Detailed Remarks			
Recommendation	YES		No

Salary Recommended	
Date of Joining	

Overall Impression and Recommendation

Comments: _____
