IWP — INDIAN WEDDING PLANNERS
A unit of AMK Hospitality IPL

34, Sangram Colony, C-Scheme, Jaipur – 302001

Website: https://www.indianweddingplanners.in

EMPLOYEE SCREENING FORM

Please complete all sections. Use BLOCK LETTERS in blue or black ink. Mark in the relevant boxes.

Position Applied For:

Department:

Date of Application:

AFFIX RECENT PASSPORT-SIZE PHOTOGRAPH

1. PERSONAL INFORMATION

Full Name (as per Aadhaar):

Date of Birth:

Gender (M / F / Other):

Nationality:

Blood Group:

Marital Status: Mandate to fill ☐ Single ☐ Married ☐ Divorced ☐ Widowed

No. of Children (write NA if not applicable):

Vehicle Using :

Aadhaar Number:

PAN Number:

2. CONTACT INFORMATION

Contact Number:

Alternate Number:

Email Address:

Permanent Address:

Current / Temporary Address:

Living at this address from how long :

Emergency Contact Name:

Relationship:

Emergency Contact Number:

3. FAMILY DETAILS

Name	Relationship	Age	Occupation	Contact Number

4. EDUCATIONAL BACKGROUND

Degree / Certification	Institution / Board	Year of Passing	Grade / %	Additional Notes

5. WORK EXPERIENCE (Most recent first)

Company Name	Position Held	Employment Period (From – To)	Reason for Leaving	Last Drawn Salary (CTC)	Currently? (Y/N)

Total Years of Experience: | **Notice Period (days):**

Current / Last CTC (₹): | **Expected CTC (₹):**

Earliest Date Available to Join:

6. SKILLS & COMPETENCIES

Technical Skills:

Software Proficiency:

(e.g., MS Excel, Google Sheets, CRM, ERP, Tally)

Other Relevant Skills:

(e.g., itinerary planning, hospitality operations, budgeting, RSVP & guest handling, vendor management etc.)

7. LANGUAGE PROFICIENCY

Rate yourself on a scale of 1 – 10 for each language and skill (10 = highly proficient).

Language	Read (1–10)	Write / Type (1–10)	Speak (1–10)

8. PROFESSIONAL REFERENCES

Please provide two references (not related to you) who can speak to your professional conduct.

Name	Designation & Company	Relationship	Years Known	Contact Number

9. BACKGROUND VERIFICATION & CONSENT

I authorise IWP – Indian Wedding Planners (or its appointed agency) to verify the information provided in this form, including educational qualifications, previous employment, references, identity documents, and any criminal record check, as part of the pre-employment screening process.

Do you consent to the above verification? ☐ **Yes** ☐ **No**

Have you ever been convicted of, or are you currently facing, any criminal proceedings? ☐ **Yes** ☐ **No**

If Yes, please give details:

10. DECLARATION BY CANDIDATE

I hereby declare that the information provided in this Employee Screening Form is true, complete, and accurate to the best of my knowledge. I understand that any false statement, misrepresentation, or omission of material fact may result in the rejection of my application or, if discovered after employment, in disciplinary action including termination of services without notice.

Place: **Date:**

Signature of Candidate:

FOR HR DEPARTMENT USE ONLY

Reviewed By (Name): **Designation:**

Interview Date: **Interviewed By:**

Comments / Remarks:

Final Decision: ☐ Selected ☐ On Hold ☐ Not Selected

Reason for the Decision:

HR Signature: **Date:**