

# Employee Bio Data Form Template

---

## Section A: Personal Information

- Full Name: \_\_\_\_\_
- Date of Birth (DD/MM/YYYY): \_\_\_\_\_
- Gender:  Male  Female  Other
- Marital Status: \_\_\_\_\_
- Nationality: \_\_\_\_\_

## Section B: Contact Details

- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email ID: \_\_\_\_\_

## Section C: Academic Qualifications

- Qualification | Institute | Year of Passing | Grade/Percentage
- \_\_\_\_\_

## Section D: Professional Experience

Please list your last three employment details:

Employer Name	Job Title	Duration	Reason for Leaving

--	--	--	--

**Section E: Skills and Abilities**

- Technical Skills: \_\_\_\_\_
- Soft Skills: \_\_\_\_\_

**Section F: References**

(Provide at least two references)

- Name: \_\_\_\_\_ Contact: \_\_\_\_\_
- Name: \_\_\_\_\_ Contact: \_\_\_\_\_

**Declaration:**

I, \_\_\_\_\_ (name), declare that the information provided above is accurate and complete to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** // \_\_\_\_\_