

# CV / INTERVIEW ASSESSMENT FORM



**AL-KHAIR ENTERPRISES**

O.E.P Licence No. 0510/RWP  
 12-First Floor, Rehmat Centre, I-8 Markaz,  
 Islamabad – PAKISTAN.  
 Ph: 051-4438342 & 4438346 Fax: 051-4438347  
 E-mail: [hrm@alkhair-enterprises.com](mailto:hrm@alkhair-enterprises.com)  
 Web: [www.alkhair-enterprises.com](http://www.alkhair-enterprises.com)

CLIENT: \_\_\_\_\_

DATE: \_\_\_\_\_

SELECTOR NAME: \_\_\_\_\_

POSITION APPLIED: \_\_\_\_\_

NAME OF CANDIDATE: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PASSPORT NUMBER: 

--	--	--	--	--	--	--	--	--	--

DATE OF ISSUE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DATE OF EXPIRY: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

MARITAL STATUS:

Single <input type="radio"/>	Married <input type="radio"/>
------------------------------	-------------------------------

PERMANENT ADDRESS: \_\_\_\_\_

**ENCLOSED:**

**PAKISTAN**

CONTACT NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

EDUCATIONAL QUALIFICATION: \_\_\_\_\_

WORK EXPERIENCE: \_\_\_\_\_

## DOCUMENTS

1. CV / BIODATA
2. PP Size Photographs
3. Colour Scanned Copy of Passport (P-1&2)
4. Photocopies of Educational Certificate
5. Photocopies of Experience Letters
6. Others ...

## INTERVIEWER REMARKS

Appearance	Age	Height	Weight	Education	Experience	Language

Grade: \_\_\_\_\_

Salary: \_\_\_\_\_

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