

Tata Consultancy Services (TCS) Hiring for B.A, B.Sc, B.Com & B.B.A Students Appearing in SEM-5 Examination
(Year of Passing Graduation - 2024)

Recruitment Event	Last date for registration	Date of Walk-in	Test Mode
'TCS BPS Hiring 2024 (Graduating Batch of 2024)	20th September 2023 (Friday)	20th October 2023 (Friday)	Offline Examination In-Center (Physical Center)

Eligibility

Eligible Students 2024 Year of Passing Graduates (i.e Students Appearing in SEM-5 Examination) from Arts, Commerce & Science Streams. B. Com, BA, BBA, B. Sc (Maths, Physics, Chemistry, Botany, Zoology) from a recognized University / College.

Only ONE backlog is permitted for the candidates from the 2024 year of passing, however all pending backlogs should be completed within the stipulated course duration

It is mandatory to declare gaps in education if any in the TCS Application Form. Overall academic gap should not exceed 24 months until highest qualification. Relevant document proof, as applicable, will be checked for gaps in education

Students must register and fill up the application form on the TCS Nextstep portal (if not done already). The status of the student should be "Application Received". This is important to be included in the test process.

Steps for Registration – LAST DATE : September 20, 2023

There are TWO STEPS for REGISTRATION.

STEP – 1 (at the TCS PORTAL) should be done FIRST. (Follow Both A & B)

STEP – 2 (Filling up of Google Form). [STEP – 2 should be done AFTER FINISHING ALL the STEPS at TCS PORTAL]

BOTH THE STEPS are MANDATORY

STEP – 1

REGISTRATION at TCS PORTAL (to be finished by September 20, 2023)

You may refer to the HANDBOOK attached with the PRESENT NOTICE as an aid

A. Logon to the TCS Nextstep Portal (from DESKTOP or LAPTOP only) : <https://nextstep.tcs.com/campus/#/>

Register and Apply for the TCS BPS Hiring process :

- **Scenario A** : If you are a **registered user** under TCS Nextstep Portal, 'BPS' category, kindly **login** with your TCS Reference ID (DT reference number) and proceed to complete the **Application Form**. Upon submission, kindly click on 'Apply for Drive'
- **Scenario B**: If you are a **new user**, kindly click on **Register Now**, choose category as 'BPS', register and create your **TCS Reference ID (DT reference number)**. Login with the TCS Reference ID and **Fill up all the sections of the Application Form**. Submit your **Application Form** and click on 'Apply for Drive'
- **Select your mode of test (In-Centre), choose your preferred test centres, Select two joining locations of your preference** and then click on Apply. Please Note, test centre once selected cannot be changed

B. To confirm your status, check 'Track Your Application'. The status should reflect as 'Applied for Drive'

Some Additional Information for the Students (you need to mention the following in the FIRST STEP of Filling up the FORM in the TCS PORTAL) :

1. You MUST CREATE your DT/CT Reference Number FIRST from the TCS Portal failing which you will not be able to proceed : <https://nextstep.tcs.com/campus/#/>
2. Source Type : DIRECT
3. College Name : BARRACKPORE RASTRAGURU SURENDRANATH COLLEGE
4. Category : BPS
5. Highest Qualification : Bachelor of Arts / Bachelor of Science / Bachelor of Commerce / B.B.A etc
6. Percentage of Class 10 & 12 : Please follow your Marksheet of Class 10 & 12
7. Percentage of Graduation : Please Calculate the PERCENTAGE (Total Percentage of Sem-1 to Sem-4 – Pass & Hons taken together) please do not PUT SGPA if the option is not available

In case of queries you can come at the Centre for Career Development & Placement Cell, BRSNC (at Science Campus) on working days of college (Monday to Saturday – 12:00 Noon to 400 PM)

STEP – 2

(to be finished by September 20, 2023)

To be done ONLY AFTER COMPLETING ALL the Required Processes of STEP – 1

PLEASE FILL UP THE Google Form ONLY AFTER FINISHING ALL THE STEPS in TCS PORTAL

Fill up the Google FORM using the LINK : <https://forms.gle/73aZLYsasaCG6MuW7>

Please note that this is an Online Portal of Tata Consultancy Services (TCS). All the necessary authority and decision regarding the entire Recruitment Process rests upon the sole discretion of the Recruiter (TCS Recruitment Team).

Sd/-
Principal
Barrackpore Rastraguru Surendranath College
Principal
BARRACKPORE
Rastraguru Surendranath College



Handbook for Candidate Registration

Steps:

[Log In to NextStep Campus Portal](#)

[Registration Page](#)

[Candidate Log-In](#)

[Application Form](#)

- § [Personal Details](#)
- § [Academic and Work Experience Details](#)
- § [Other Details](#)
- § [Application Form Preview and Declaration](#)

Logging on to TCS



Campus Portal

Logging on to **NextStep**



 TCSNextStep

[Alerts](#) [Campus Commune](#) [TCS BUZZ](#) [Login](#)

Welcome aboard TCS NextStep!

3. Click Register Here

Register Now ›



Select Category

You have a choice to apply for IT or BPS. Please note that you can register with us under only one category and registering in incorrect category may lead you to repeat the entire registration process.

4. Choose BPS



 Information Technology



 Business Process Services



Registration Page

Login

1. Choose Title

Title*

Title*

2. Type First Name

First

First*

3. Type Middle Name

Middle

Middle

4.Type Last Name

Surname

Surname

Please enter your name as appearing on your Passport or SSC Mark sheet. It is extremely important to enter your name correctly. Please recheck the details entered to ensure there are no errors.

Date of birth*

dd/mm/yyyy

5.Choose DOB

Gender*

Select

6. Choose Gender

Email id*

Email

@

Select

7. Enter your Email ID

It is important to enter your email Id carefully as it will be used for all communications from TCS.

Format-If your email ID is abc@gmail.com, please enter abc in the first textbox and select domain name(Ex- gmail.com,etc) from the dropdown. In case,your domain name is not present in the dropdown list, kindly select 'Others' and mention domain in the textbox.

8. Enter +91

Mobile number*

9. Enter your Valid Number

The image shows a registration form with the following fields and callouts:

- 10. Enter State Code**: Points to the 'State' dropdown menu.
- 11. Enter your Valid Landline No**: Points to the 'Landline No' text input field.
- 12. Enter Institute Name**: Points to the 'Institute name*' dropdown menu.
- 13. Enter your Highest Qualification**: Points to the 'Qualification*' dropdown menu.
- 14. Year Of Passing of the Highest Qualification**: Points to the 'Year of passing (for highest qualification)*' dropdown menu.
- 15. Campus candidate -Choose Direct Applicant and Off-Campus candidate, BYB if a friend has referred & Web if you have received a mail from the Job Portal.**: Points to the 'Source type*' dropdown menu.
- 16. Direct Applicant – enter college name, BYB – Enter referred Name/Employ ID & Web – Enter the mentioned name in the mail.**: Points to the 'Source name' text input field.
- 17. The Password should consist of Capital Letter, Special Character, & Number. (e.g**: Points to the 'Enter password* TCS password policy' text input field.
- 18. Select a Security Question and an Answer to your Security Question. This shall be used for password retrieval in- case forgotten**: Points to the 'Select security question*' dropdown menu.

Other fields visible on the form include: Telephone(R), Institute name*, Qualification*, Year of passing (for highest qualification)*, Source type*, Source name, Nearest Test Location*, Enter password* TCS password policy, Re-enter password*, and Select security question*.

On Clicking SUBMIT, you will receive a Registration Number which shall be used for further correspondence with regards to your candidature at TCS



Candidate Log-In



Welcome aboard TCS NextStep!

With TCS BPS, customer experience, certainty of results, partnership in transformation, and a commitment to innovation, we at Tata Consultancy Services (TCS), offer a large pool of Industry domain experts, ability to deliver business solutions, and delivering core business processes across industries. We offer horizontal services for Finance and Accounting (FA&A), Human Resources (HR), and Procurement and Analytics, across industries ranging from, banking and financial services, Insurance services, drug development and safety services, retail services, telecom services, travel-related services, manufacturing services and knowledge services.

1. Enter your log-in credentials (**DT Number and Password**) received in the mail (freshers.recruitment@tcs.com)

2. Click **Log In**

We offer global exposure and unparalleled career growth. So come and explore opportunities and Experience Certainty with us at TCS.



Application Form

3. Click on Application Form

Application From

Track My Application

How to Apply

For Queries or Assistance, call
1800-209-3111
 (Toll-Free)
 Monday to Friday
 [8:00am to 8:00pm]
ilp.support@tcs.com

Open SeeSame
 TCS Online Assessment
 Model Question Paper
[Click to take the Practice Test »](#)

Home FAQ Change Password Contact Us Logout

TCS NextStep Portal



Welcome aboard on TCS NextStep portal!

TCS NextStep Portal is the first step connecting you with TCS, Asia's leading IT services Company. A single platform that addresses all your needs interactively and simplifies the communication process, this Portal will help you in your transition from being a student on campus to exploring a dynamic career path with TCS.

From keeping you updated on TCS initiatives to answering your queries and helping you explore a world of opportunities, TCS NextStep helps bridge the distance in your journey to becoming a TCSer.

So, go ahead! Explore opportunities. Experience Certainty.

Application Form

Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration
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IMPORTANT INSTRUCTIONS

- The form is divided into following four sections. It is mandatory to enter details in all four sections.
 - Personal Detail
 - Academic and Work Experience Details
 - Other Details
 - Form preview and declaration
- Fields marked with "*" in these sections are mandatory.
- To save the details and navigate to the next field/screen, click 'Save and Continue'.
- To submit the form, click 'Submit Application Form' in 'Form Preview and Declaration' section.
- Please review the details properly before submitting the form to avoid errors. You can use the Application Form preview feature after filling in all the mandatory fields. In case you wish to edit any details, you can navigate to the relevant section and edit the same.
- Click 'Save' after editing any details in the form. To submit the form with the updated details, click 'Submit Application Form'. Please note that if you do not submit the form after editing any details, the details will not be saved.

2. Read Important Instructions above and click on **Start Filling the form**

Start filling the Form>>



Application Form – Personal Details

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

Test Location

Nearest Test Location: * MUMBAI

[Click here to select location of Nearest Test Center](#)

Personal Details

1. Your First name and Last name will be auto populated

Name : Mr. Pranav Joshi

2. Enter your Father's First Name

Title * First Name * Middle name Last Name

Father's Name : Mr.

Title * First Name * Middle name Last Name

Mother's Name : Ms.

Title * First Name * Middle name Last Name

3. Enter your Mother's first name

Date of Birth: * 07/05/1988

Gender * ☒ Male ☐ Female

Mother's Maiden Name: * Abc

SSC Roll No. * 123456

Date of Birth, Gender, Mothers Maiden Name and SSC Roll Number will be auto populated

Fields marked with * are mandatory

Permanent Address

3. Enter all mandatory details – House No, Area/Landmark, Country, State, City and Pin Code

House No. / Apartment Name / Block No.: *

Road/Street/Lane: Area/Landmark: *

Country: * Type to filter State: *

City: * Pincode: *

Are the premanent and Present Address same? * ☐ Yes ☒ No

Present Address

House No. / Apartment Name / Block No.: *

Road/Street/Lane: Area/Landmark: *

Country: * Type to filter State: *

City: * Pincode: *

Contact Details

5. Email ID will be auto populated. Enter your Residence number and Cell number

Email ID: * pranav.j@aol.co.uk Alternate Email ID:

Telephone(R): * Mobile No.:

6. Once done, Click on Save and Continue to proceed to next section

Save **Save and Continue**

NextStep

Application Form – Academic & Work Experience Details

Application Form – Academic and Work Details

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

Instruction

Highest Qualification *
Category Details

Post Graduate *

Graduate *

XII Grade/
Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience
Details *

Declaration *

Academic Instructions:

1. "Marks/CGPA Obtained" denotes Total Marks/CGPA secured by you in ALL* subjects in all semesters in the first attempt.
2. "Total Marks/CGPA" denotes total of maximum marks in ALL* subjects in all semesters in the first attempt.
*ALL implies that all subjects mentioned on the marksheet (including languages, optional subjects etc) should be taken into consideration for calculating the obtained/total marks/CGPA.
3. Marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
4. Verify your marks after entering, as it is a part of the selection criteria.
5. Enter complete duration for all your qualifications.
6. Please mention only your XII duration in XII Grade details . Pls do not add the XI duration in the same.

1. Read the instructions before you start filling the application form

2. Use to side bar to navigate within different sections

Fields Marked with * are mandatory

Application Form – Academic and Work

Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration
Instruction Highest Qualification Category Details * Post Graduate * Graduate * XII Grade/ Equivalent Diploma * X Grade * Any Other Qualification * Work Experience Details * Declaration * Institute Name A V C Polytechnic College - Tamilnadu ▼ A V C Polytechnic College - Tamilnadu Highest Qualification Category Management Post Graduates ▼ Year of Passing for Highest Qualification 2012 ▼			

3. Choose and Confirm if your details are correct and move to the next section

Application Form – Academic and Work

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

Instruction

Highest Qualification
Category Details *

Post Graduate *

Graduate *

XII Grade/
Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience
Details *

Declaration *

Is your Post Graduation a 5 year integrated course? * ☐ Yes ☐ No

Course Name:

Type to filter

Course Duration:

From

To

A V C Polytechnic College - Tamilnadu

Course Type:

☐

Full Time

☐

Part Time

University /
Institute:

A V C Polytechnic College - Tamilnadu

Major Subjects:

Type to filter

Grading System:

☐

CGPA

CGPA Obtained

☐

Marks

Total CGPA

Save

Save and Continue

5. Click **Save and Continue** to proceed to the next section

4. Enter your **Post Graduation** details

Application Form – Academic and Work

Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration
Instruction Highest Qualification Category Details * Post Graduate * Graduate * XII Grade/ Equivalent Diploma * X Grade * Any Other Qualification * Work Experience Details * Declaration *	Is your Post Graduation a 5 year course? * ☐ Yes ☐ No Course Name: Type to filter ▼ Course Duration: From To A V C Polytechnic College - Tamilnadu Course Type: ☐ Full Time ☐ Part Time University / Institute: Type to filter ▼ Major Subjects: Type to filter ▼ Grading System: ☐ CGPA ☐ Marks CGPA Obtained: Total CGPA:		

Save

Save and Continue

7. Click **Save and Continue** to proceed to the next section.

6. Enter your **Course Name, Course Duration, University Name, Major subjects, and Grading System.**

Application Form – Academic and Work

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

Instruction

Highest Qualification
Category Details *

Post Graduate *

Graduate *

XII Grade/
Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience
Details *

Declaration *

Please select relevant course? *

☐ XII Grade ☐ Equivalent Diploma ☐ Both

A V C Polytechnic College - Tamilnadu

8. Choose your relevant course
and enter the required details

9. Click **Save and Continue** to
proceed to the next section.

Save

Save and Continue

Application Form – Academic

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

Instruction

Highest Qualification
Category Details *

Post Graduate *

Graduate *

XII Grade/
Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience
Details *

Declaration *

Course Name:

University /
Institute:

A V C Polytechnic College - Tamilnadu

Board Of Education: Type to filter

Course Duration:

From

To

Please mention only your Class X duration in X Grade details.

Grading System:

☐ CGPA

☐ Marks

CGPA Obtained

Total CGPA

Save

Save and Continue

11. Click on **Save and Continue** to proceed to next section

10. Enter your **Course Name, Institute/University Name, Board of Education details, Course Duration, and your grades.**

Application Form – Academic and Work

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

Instruction

Highest Qualification
Category Details *

Post Graduate *

Graduate *

XII Grade/
Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience
Details *

Declaration *

Have you done any other course? *

☒ Yes ☐ No

Course Name:

Major Subjects:

University /
Institute:

Course Duration:

From

To

Course Type:

☐ Full Time ☐ Part Time

Grading System:

☐ CGPA
☐ Marks

CGPA Obtained

Total CGPA

12. If you have done any other course, choose **YES** and details pertaining to your **Course Name, Major Subjects, University Name, Course duration and Type and Grades**

13. Click on **Save and Continue** to proceed to the next section

Save

Save and Continue

Application Form – Academic and Work

Personal Details

Academic and Work Experience Details

Other Details

Application Form Preview and Declaration

Instruction

Highest Qualification Category Details *

Post Graduate *

Graduate *

XII Grade/ Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience Details *

Declaration *

Experience Details

Do you have any Relevant Work Experience? * ☒ Yes ☐ No

Experience Details

	Name Of Employer	Address Of Employer	Employment Type	Duration From	Duration To	Designation	Nature Of duties	Annual Gross Salary(INR)
☐								

Add New Row

Edit Row

Delete Row

Work Experience Details

Name of Employer :

Address of Employer :

Employment Type: ☐ Full Time ☐ Part Time

Duration From :

Duration To :

Designation :

Nature Of Duties :

Annual Gross Salary(INR) :

Submit

Cancel

Save

Save and Continue

14. Click Yes, if you have work experience, Click NO and Save and Continue to proceed to the next section

15. If you choose YES, Click on Add New Row

16. Enter your Work Experience Details and Click on Submit.

17. Click on Save and Continue to proceed to the next section

Application Form – Academic

Instruction

Highest Qualification *
Category Details

Post Graduate *

Graduate *

XII Grade/
Equivalent Diploma *

X Grade *

Any Other Qualification *

Work Experience
Details

Declaration *

Save Save and Continue

Other Details

Do you have any break in studies? ☐ Yes ☐ No

Have you done any other courses? ☐ Yes ☐ No

Do you have any pending backlog currently? ☐ Yes ☐ No

Please mention details of Academic Project(s) undertaken.

Declaration

You have taken all subject marks into consideration for calculating the Obtained/Total Marks/CGPA in each of the above mentioned academic qualifications. * ☐ Yes ☐ No

"The Marks/CGPA Obtained" entered by you for each of the above mentioned academic qualifications has been secured in the first attempt. * ☐ Yes ☐ No

You have considered only the Marks/CGPA obtained during the normal duration of the course for calculating Obtained/Total Marks/CGPA. * ☐ Yes ☐ No

You have completed each of the above mentioned academic courses in the stipulated time as specified by your University/Institute and as per TCSL selection guidelines and do not have any extended education. * ☐ Yes ☐ No

You have declared break in studies/work experience and pending backlogs, if any, during your academics. * ☐ Yes ☐ No

You have not attended the TCSL Selection Process in the last 6 months. * ☐ Yes ☐ No

You have read the TCSL eligibility criteria and understand that your candidature/application/offer/onboarding is subject to fulfillment of the specified criteria. * ☐ Yes ☐ No

I Mr. Pranav Joshi solemnly declare that the information in this form is truly stated and correct and...

I Agree * ☐

19. Once done, tick **I Agree** and Click on **Save and Continue** to Proceed

18. Read declaration questions and choose yes or no appropriately

NextStep

Application Form – Other Details

Application Form – Other Details

Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration
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Passport/PAN/NSR Details

- Nationality and Languages Known *
- References *
- Achievements/Scholarships and Certifications
- Upload Photo/CV *

Passport Details:

Passport Number:

Place of Issue:

Date of Issue:

valid Upto:

ECNR Check: ☐ Yes ☐ No

PAN/NSR No.

PAN Card No.:

NSR No.:

1. Enter your Passport Details

2. Click Save and Continue to Proceed.

Save

Save and Continue

Application Form – Other Details

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

Passport/PAN/NSR Details

Nationality and
Languages Known *

References *

Achievements/Scholarships
and Certifications

Upload Photo/CV *

References

One of the two references must be from your current/previous academics institution or industry or organisation. The references should not be your relatives

Reference 1

Name:

Designation:

Contact No.:

Email ID:

Reference 2

Name:

Designation:

Contact No.:

Email ID:

6. Providing 2 references is mandatory. References should not be your relatives.

Save

Save and Continue

7. Click on **Save and Continue** to Proceed.

Application Form – Other Details

Personal Details	Academic and Work Experience Details	Other Details	Application Form Preview and Declaration				
Passport/PAN/NSR Details Nationality and Languages Known * References * Achievements/Scholarships and Certifications Upload Photo/CV *	Achievements Please specify any Achievements, Scholarship etc: Certification Details: <table border="1"> <thead> <tr> <th></th> <th>Certification Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> Add New Certification Delete Certification				Certification Name		
	Certification Name						

Save

Save and Continue

8. Provide details with regards to your Achievement/Scholarships and Certifications.

9. Click on **Add New Certification** to Update your Certification details

10. Click on **Save and Continue** to Proceed.

Application Form – Other Details

Personal Details

Academic and Work Experience Details

Other Details

Application Form Preview and Declaration

Passport/PAN/NSR Details

Nationality and Languages Known *

References *

Achievements/Scholarships and Certifications

Upload Photo/CV *

Smart Card Details

(Smart card is your TCS identity card which will be handed over to you once you join the company.)

Kindly follow the below mentioned steps to successfully upload your photograph.

1. Upload your recent passport size color photograph.

(Dimension : 35 mm*35mm. Format: *.jpg, *.jpeg. Size: Maximum 500kb).

2. The photograph must be formal, with a white/off white background.

3. You should look straight into the camera and your head should not be tilted in the photograph.

4. Click on the Browse button to search for the location where the photograph is stored. The photograph will be uploaded and displayed to you.

Please provide the below details carefully as they will be printed on your TCS identity card if you get selected to TCS.

Name *

(as to be printed on the smart card)

First Name *

(Max 15 Character)

Last Name

(Max 15 Character)

Blood Group *

Type to filter ▼

Upload Photo *

Browse and Upload

Upload CV

Browse and Upload

Please ensure the file format is of the following types, .pdf,.doc,.docx,.txt,.rtf (max 500KB)

Save

Save and Continue

11. Read the Smart Card Guidelines, enter your name as to be printed on the Smart Card, Choose your Blood Group and Upload your Photo and CV.

12. Click on **Save and Continue** to Proceed.

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NextStep

Application Form – Application Form Preview and Declaration

Personal Details

Academic and Work
Experience Details

Other Details

Application Form
Preview and Declaration

Application Form Preview

Click on the Application Form Preview link to view Application Form filled by you.
Please note that you can preview the form only after filling up all the mandatory fields in the form.
Kindly confirm your details, as details entered by you would be considered for your final evaluation.
You can edit any information (except name, email ID, date of birth, gender, SSC roll number and mother's maiden name) by navigating to respective section before final submission of the Application Form.

Application Form preview

Preview the Application form, Read the Declaration, tick I Agree, enter Place and Submit the Application Form.

Declaration

Have you appeared for TCS Tests/Interviews earlier? If yes kindly furnish details (i.e date, place, Position applied for and final results):

☐ Yes ☐ No

TCS Terms and Conditions

In connection with my application to render services to Tata Consultancy Services Ltd (the "Company"), I hereby agree as follows:
I certify that the information furnished in this form as well as in all other forms filled-in by me in conjunction with my traineeship is factually correct and subject to verification by TCS including Reference Check and Background Verification.
I accept that an appointment given to me on this basis can be revoked and/ or terminated without any notice at any time in future if any information has been found to be false, misleading, deliberately omitted/ suppressed.

I Agree * ☐

Date : 12/08/2015

Place : *

Submit Application Form

TCS is an equal opportunity employer that aims to integrate global diversity and inclusion at each level within our organization. Hiring decisions are solely made on the capability of an individual to perform a role. Any personal details like gender, age and nationality that may be provided by you during the course of application or selection process will be used for administrative records and all qualified applicants will receive consideration for employment without regard to this information.

Thank You