

**APPLICATION FORM FOR OFFICE STAFF**

POST APPLIED FOR.....



AFFIX  
LATEST  
PASSPORT SIZE  
PHOTOGRAPH  
HERE

1. Full Name ..... 2. M/F .....
3. Father's/Husband's/Wife's Name .....
4. a) Father's Profession .....  
Place of work & phone no. ....
- b) Mother's profession .....  
Place of work & phone no. ....
- c) Spouse's profession .....  
Place of work & phone no. ....
5. Date of Birth .....  
Age on next birthday : ..... Years
6. Mother Tongue .....
7. Language(s) commonly spoken at home .....
8. Local Address .....  
.....  
Phone ..... Mobile No. .... E-mail: .....
9. Permanent Address .....  
.....
10. Nationality .....
11. Family status .... (Married/Unmarried/Divorced/Separated)
12. No. of children ..... age and sex and, if studying, name of the institution(s)  
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13. Academic & Professional Qualifications (Attested copies of certificates to be attached)

<b>Examinations Passed beginning from high school/higher sec. exam.</b>	<b>Subjects</b>	<b>Name of school/ college attended</b>	<b>% Marks &amp; Div.</b>	<b>Univ./ Board</b>	<b>Medium of Instruction</b>	<b>External or regular Student</b>	<b>Year</b>

14. Experience in recognized schools / Organizations. (Attested copies of certificates(s) from the Head of the Institution should be attached) :

<b>Name of the Institution Where worked</b>	<b>Period : From/To</b>	<b>Duration</b>	<b>Post Held</b>	<b>Responsibilities / Duties Performed</b>

15. Name of employer, date and reason for leaving – beginning with the most recent.

<b>Name of the Organisation where employed</b>	<b>Date of appointment</b>	<b>Date of resignation/ termination</b>	<b>Post held</b>	<b>Reason for leaving</b>


16. Total number of years of experience.....

17. Participation in Summer Institutes, Orientation Courses, Workshops, Seminars, In-service Training, etc. (use separate sheet if necessary).

Name of the Course	Institution/Organization & Place	Period : From/To	Duration

18. Achievement in Games/Sports/Athletics/NCC/Scouting/Girl Guide etc. Give details.

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 .....  
 .....

19. Hobbies : Please specify extent of proficiency/seriousness

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 .....

20. Language proficiency:

Languages	Reading	Writing	Speaking

21. Grade, salary and other emoluments currently/last drawn :

Grade	Basic Pay	Other allowances	Total P.M.

22. Grade/Salary expected .....

23. If selected, when can you join .....

24. Places you have traveled to with purpose, duration and date:

Places Visited	Purpose	Duration & Date

25. Have you any dependents?  Yes  No. If yes, please indicate name, relationship and age :

Name of dependant(s)	Relationship	Age

26. List any major illness, if any, .....

27. Physical disability, if any .....

28. Have you been arrested, indicted, or summoned to Court as a Defendant in criminal proceedings or convicted, fined or imprisoned for violation of Law?

Yes  No.

If yes, please give full particulars below:

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29. Any remarks you might like to make, thoughts you would like to share or views you would like to express. (Please write in your own language. Use a separate sheet if you wish).

30. REFERENCES (at least two) : Certificates from persons not related to you are to be attached.

1. Name .....Professional status .....  
 Address .....  
 Phone (Res.) ..... (Off.) .....

2. Name .....Professional status .....  
 Address .....  
 Phone (Res.) ..... (Off.) .....

*I certify that the information given by me in this application form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or omission made herein or in any other document submitted to the school renders me liable to termination or dismissal.*

Date ..... Signature of Candidate .....

Place .....

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**For use by the Office of the School**

1. Attested copies of Degree/Diploma Certificates and Statement of Marks as specified below :

Attested copies of	High Sch./ Higher Sec.	B.A./B.Sc.	M.A./M.Sc.	B.Ed./ M.Ed./	Any other/ Experience Certificate
<b>Certificates</b>					
<b>Statement of Marks</b>					