

APPLICATION FORM FOR OFFICE STAFF

(To be filled in candidate's own handwriting)

AFFIX LATEST
PASSPORT SIZE
PHOTOGRAPH
HERE

POST APPLIED FOR _____

1. Full Name _____ 2. M/F _____
3. Father's/Husband's/Wife's Name _____
4. a) Father's profession _____
Place of work _____
Mobile No. _____
b) Mother's profession _____
Place of work _____
Mobile No. _____
c) Spouse's profession _____
Place of work _____
Mobile No. _____
5. Date of Birth _____ Age as on last birthday _____ years
6. Mother Tongue _____
7. Local Address _____

Mobile No.(s) _____ Res. Tel. No. _____
E-mail Id _____
8. Permanent Address _____

9. Nationality _____

10. Family Status: Married/Unmarried/Divorced/Separated _____

11. No. of Children _____. Their age and sex, if studying, name of the institution(s), class/course.

Their occupation, if working.

12. Language proficiency :

Languages	Reading	Writing	Speaking

13. Academic & Professional Qualifications (Attested copies of certificates to be attached)

Examinations Passed beginning from Sec./ Sr. Sec. Exam	Subject/s	Name & Address of School/ College attended	Marks (%) & Division	University/ Board	External/ Regular Student	Year

14. Working Experience **beginning with the most recent**. (Attested copies of experience certificate/s from the Head of the Institution/ Organisation to be attached).

WORKING EXPERIENCE

NAME AND ADDRESS OF THE SCHOOL/ ORGANISATION	RECOGNISED BY/ DEALS IN	DURATION	RELEVANT DATES		POST HELD	REASON FOR LEAVING	RESPONSIBILITIES / WORK PROFILE (ATTACH SEPARATE SHEET IF REQUIRED)
			Date of Appointment	Date of Relieving			

Experience in schools: _____ Years Experience in other organisations: _____ Years Total Working Experience: _____ Years

16. Participation in Orientation Courses, Workshops, Seminars, In-Service Training, etc. (use separate sheet if necessary).

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

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

18. Hobbies

19. Grade, salary and other emoluments currently/ last drawn (Please attach last salary slip):

Grade	Basic Pay	Other allowances	Gross Salary Per Month

20. Grade/Salary expected _____

21. If selected, when can you join _____

22. Places you have travelled to:

Places Visited	Purpose	Duration & Date/s

23. Do you have any dependents? Yes No If yes, please indicate name, relationship and age :

Name of dependent/s	Relationship	Age

24. Do you have any physical disability, major illness, congenital disorder etc.?

If yes, please give details:

25. Have you been arrested, indicated 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:

26. Have you ever been associated with The Srijan School (as a parent, student, staff or any other)?

Yes No

If yes, please give details _____

27. Have you ever appeared for an interview/ test at The Srijan School.

Yes No

If yes, please give details _____

28. If you wish to share any other information/ views/ thoughts, please use a separate sheet. You may write it either in English or in Hindi.

29. References (at least two) :

1. Name _____ Professional Status _____

Address _____

Mobile no. _____ Tel. (Off.) _____

2. Name _____ Professional Status _____

Address _____

Mobile no. _____ Tel. (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, as per legal provisions and school rules.

Date _____ Signature of the Candidate _____

Place _____