

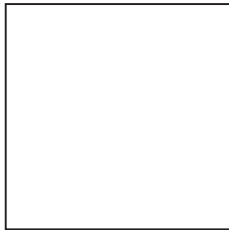


STAFF APPLICATION FORM

Important: Please answer all questions and print the information clearly in BOLD, using black or blue pen

APPLICATION FOR THE POST OF

Date



Note:

- 1. Only certified copies of Degree/Certificates/ Testimonials should be sent with this Application Form. Originals must be produced at the time of interview only.
- 2. Applicants called for the interview shall bear their own travelling expenses unless otherwise agreed in advance.

PERSONAL DATA OF CANDIDATE

Surname _____ First Name _____ Middle Name _____

Date of Birth DD/MM/YY Years _____ Months _____ Days _____

Sex: Female _____ Male _____ Nationality _____ Marital Status: Married _____ Unmarried _____

Permanent Address : _____, City, _____ Pin Code _____

Home Tel# _____ Mob# _____ Email address: _____

Father's/ Husband's Name: _____ Occupation: _____

Address : _____

Number of Children:	Age	Sex	Grade/ Class and School in which studying
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Major illness (es) past or present _____ Physical handicap/ disability if any _____

Personal Habits: Do you Smoke? Yes _____ No _____ Do you drink? Yes _____ No _____

Have you ever been convicted of any criminal offence? If so, give details _____

Present Pay/ last salary drawn Basic pay Scale Allowances Total

ACADEMIC QUALIFICATIONS**SENIOR SECONDARY/ A LEVEL OR EQUIVALENT (PLEASE SPECIFY)**

Examination	Board	Subjects	Year	Level	Grade/ Percentage	Total

UNIVERSITY OR COLLEGE

Degree Passed	Subjects	Year	Division	% if applicable	University/College

EDUCATIONAL DEGREE/ DIPLOMA CERTIFICATE

Degree Passed	Subjects	Year	Division	% if applicable	University/College

TEACHING EXPERIENCE

School	Subject taught	Grades/ classes	Curriculum	From dd/mm/y to dd/mm/y	Total	Reason for leaving

PROFESSIONAL TRAINING AND EXPERIENCE (FOR NON-TEACHING POSTS)**TRAINING**

Name of the Institution	Course attended	From dd/mm/y to dd/mm/y	Total	Shorthand/ Typing speed/ Grade

EXPERIENCE

Name of Organization	Nature of work	From dd/mm/y to dd/mm/y	Total	Reason for leaving

List games you play _____

Special Distinctions achieved _____

Name literary or cultural activities in which interested. Mention any distinctions achieved : _____

Mention whether "Captain" Secretary"/President" of a Team/Club/Society. Give names of School/colleges where these positions held.

Any other particulars/ achievements?

REFERENCES Note: References must be able to comment on your professional performances and/ academic achievements

1. Name _____ Designation _____ Telephone _____

Address _____ City/State _____ Pin Code _____

2. Name _____ Designation _____ Telephone _____

Address _____ City/State _____ Pin Code _____

How much notice required for joining _____

Minimum salary acceptable _____

Have you ever applied for any post in this School earlier? If so, when? _____

I hereby certify that the particulars furnished above are correct to the best of my Knowledge and belief . I have not concealed any information likely to impair my fitness for employment. If it is revealed later that I have given false details or concealed material information, my services are, liable to summary termination without any notice or compensation.

If selected, shall produce:

- a) Medical Certificate from a recognized Hospital/ Clinic/ Registered Medical Practitioner (indicating, in the case of ladies, if they are pregnant)
- b) Experience certificate from my last employer duly counter signed by the Zonal Education Officer or the competent authority.

Date: _____ Place _____

Signature of Applicant: _____

FOR OFFICE USE ONLY

Call for interview on _____