

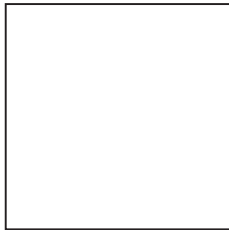


# STAFF APPLICATION FORM

**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 \_\_\_\_\_