



**SETH ANANDRAM
JAIPURIA SCHOOL**

SECTOR - 14C, VASUNDHARA
GHAZIABAD - 201012

Application Form For Employment
(To be filled in the candidate's own handwriting)

Affix a recent
passport size
coloured
photograph

S.No. _____

1. Post applied for : _____
(as per the advertisement)
2. Name of the Applicant : Ms./Mr. _____
3. Date of Birth : _____
4. Age : _____ years _____ months
(as on the date of Application)
5. Residential Address : _____

_____ Pin Code _____
6. Telephone No. (land line) : _____ Mobile _____
7. E-mail Address : _____
8. Marital status : unmarried / married / widow / divorced / separated
(tick the correct option)
9. Nationality : _____
10. a) Name of the father / spouse : _____
b) Occupation and designation : _____
c) Complete office address : _____

d) E-mail Address : _____
e) Mobile : _____

11. Details of other family members (children, dependents, etc.)

S. No.	Name	Relationship	Age	Studying / Retired
a)				
b)				
c)				

12. Fluency in Languages :

- a) Spoken : _____
- b) Written : _____

13. Particulars of travel abroad, if any, stating the purpose of visit.

14. Academic and Professional Qualifications in chronological order from class X onwards :

Class / Degree	Name of the school/college	Board / University	Year of Passing	Subjects studied	Cumulative%
X					
XII					
B.A./					
B.Sc./					
B.Com					
M.A./					
M.Sc./					
M. Com.					
B. Ed.					
M. Ed.					
Ph. D.					
Any Other					

15. Details of Teaching Experience / Employment :

S. No.	Name of the Institution	Affiliated to	Post Held	Period of Service	Classes Taught	Subjects Taught	Reasons for leaving

16. Total teaching experience : _____ years _____ months

17. Last salary drawn : Consolidated/Basic _____
Allowances _____
Total _____

18. Give details of your subject / class / administrative experience or any responsibility / duty executed as incharge :

19. Give details of Seminars / Workshops attended by you in the last three years :

20. Which Work Ex. can you teach the students (Encircle the same)

- a) Creative arts, clay modeling, origami, fabric painting, fine arts, craft, computers, dramatics, sports, quiz, Indian classical music, tabla, casio, guitar, Indian classical dance, science, maths activity, home science, needle work, public speaking, french, skating, basket ball, cricket, taekwondo, karate, aerobics, gymnastics, yoga. ecology, recitation or any other _____ .

b) Have you won any certificates / taken training in any of the above activities ? Give details :

21. In which literary activities can you guide the students ? (Encircle the same)

Quiz, Recitation, Debates, Declamation, Elocution, Creative writing, School Magazine, Newsletter, Compering.

Any other _____

22. Are you interested in Games and sports ? Which games / sports have you participated in actively and at what level ?

(School / College / Zonal / Inter - zonal/ State / National)

23. Give details of any paper / article / book published.

25. Give details of participation in Clubs / Committee / Association / Organization where you have served earlier.

26. State any other qualification / hobbies / skills / abilities / experience that may be of value to the school and not covered in this form.

27. Are you computer literate ? Yes / No (strike out which is not applicable)

Furnish details if any courses attended _____

28. Is there any legal / criminal case pending against you in any court :

29. Give the name, designation and complete address along with Telephone No. of two references (not relatives) from whom confidential reports about your work, character and personality may be obtained. At least one of them must be the Head of the Dept. / Head of the Institution in which you have worked :

References :

a) Name	:	_____	b) Name	:	_____
Designation	:	_____	Designation	:	_____
Address	:	_____	Address	:	_____
		_____			_____
Tel. No.	:	_____	Tel. No.	:	_____

30. State your salary expectation for the post applied for _____

31. If selected state the exact period after which you can join _____

32. I have no relatives working in this school.

I hereby declare that all entries stated above are true in every detail.

Dated : _____

Signature _____

- Note :**
1. Only shortlisted candidates will be called for the interview
 2. The management reserves the right to select or reject your application for the post, applied for, without assigning any reason
 3. You may attach an additional sheet if space is inadequate.

Remarks by the Principal :

1. Called for interview : Yes / No
2. Selected : _____
3. Appointment : Adhoc / Scale
4. Salary : _____

Signature of Principal cum Director