

www.gdgoenka-rohini.com



Application Form

JOB

G.D. Goenka Public School : Plot No. 3, Pocket-7, Sector-22, Rohini, Delhi-110085, IN. Tel. No. 27582410/11/12
E-mail : school@gdgoenka-rohini.com

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

APPLICATION FOR THE POST OF

Date

Please affix latest Passport size photograph in colour

Note :

1. Only certified copies of Degrees/ 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 advanced.
3. Application should be delivered personally at the School office or sent by Registered Post.

PERSONAL DATA OF CANDIDATE

Surname First Name Middle Name

Date of Birth Years Months Days

Sex: Female Male Nationality Marital Status: Married Unmarried Widow(er) Separated

Permanent Address City Pin Code Country

Home Tel# Mob# Fax# Email address

Father's/ Husband's Name Occupation

Address

| Number of Children: | Age | Sex | Grade/Class and School in which studying |
|---------------------|----------------------|----------------------|------------------------------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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 Allwances Total

ACADEMIC QUALIFICATIONS

SENIOR SECONDARY/A LEVEL OR EQUIVALENT (PLEASE SPECIFY)

| Examination | Board | Subjects | Year | Level | Grade/ Percentage | School |
|-------------|-------|----------|------|-------|-------------------|--------|
| | | | | | | |
| | | | | | | |

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 d/m/y to d/m/y | Total | Reason for Leaving |
|--------|----------------|-----------------|------------|---------------------|-------|--------------------|
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PROFESSIONAL TRAINING AND EXPERIENCE (FOR NON-TEACHING POSTS)

TRAINING

| Name of the Institution | Course attended | From d/m/y to d/m/y | Total | Shorthand/ Typing speed/ Grade |
|-------------------------|-----------------|---------------------|-------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |

EXPERIENCE

| Name of Organisation | Nature of work | From d/m/y to d/m/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/or academic achievements

Name Designation Telephone

Address City/ State Pin Code

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 any G. D. Goenka 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 recognised 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 Educational Officer or the competent authority.

Date Place

Signature of Applicant

FOR OFFICE USE ONLY

Call for interview on