

G D Goenka
PUBLIC SCHOOL



Application Form **JOB**

Important: Please answer all questions and print the information clearly in BOLD, using black or blue BALL POINT 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 advance.
3. Application should be delivered personally at the School office or sent by Registered Post.

Please paste photograph.
DO NOT STAPLE

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 Tele# Mob# Fax# Email

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) Physical handicap/ disability

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 OF EQUIVALENT (PLEASE SPECIFY)

Examination	Board	Subjects	Year	Level	Grade/ %	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	Subjects taught	Grades/ Classes	Curriculum	From d/m/y to d/m/y	Total	Reason for Leaving

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 special 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,

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, I shall produce:

- Medical Certificate from a recognised Hospital/ Clinic/ Registered Medical Practitioner (indicating, in the case of ladies, if they are pregnant)
- 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