

ARMY PUBLIC SCHOOL, PUNE
APPLICATION FOR ADM STAFF

Application for the post of _____

Please paste recent Passport size colour Photograph Do not staple

1. **INSTRUCTIONS TO CANDIDATES**

- (a) All details at Ser 2 (Personal data) are mandatory. Fill up in Block Capitals.
- (b) Paste one recent coloured passport size photograph on the form .
- (c) Send by post/by hand. No applications will be accepted via email.

2. **PERSONAL DATA**

- (a) Name in full (Block letters) : _____
- (b) Son/Daughter/Wife of : _____
- (c) Date of birth : _____
- (d) Age : _____
- (e) Nationality : _____
- (f) State : _____
- (g) Address : _____

- (h) Contact Details :-
Landline No with STD Code _____ Mob No _____
Email ID _____

3. **PRESENT/PREVIOUS OCCUPATION:**

- (a) Designation of Post _____
- (b) Name & Address of Institution/Organization
- (c) Name & Designation of superior in charge _____
- (d) Contact No (for verification if need be) _____
- (e) Period of notice you will have to give, if selected : _____
- (f) Last Drawn Salary _____

4. **FAMILY**

(a) Marital Status

Single/Married/Widowed

(b) If married/widowed

Name & occupation of Spouse

No of children with age and sex

5. **EDUCATIONAL RECORDS** : School, College OR University
 (Give details of all exams starting from Secondary School onwards)

<u>Examinations</u>	<u>Marks obtained</u>	<u>Percent age</u>	<u>Division</u>	<u>Year of Passing</u>	<u>Subjects taken</u>	<u>Name of University/ Board/Institute</u>

Graduation/Post Graduation through correspondence or regular _____

6. Training in NCC, Scouting, Music/Art, Dramatics or other such activities. Give rank, status/ proficiency achieved _____

7. Merit Scholarship won? Please provide details _____

8. Languages known _____

Read

Write

Speak

9. Any books/articles written? Please provide details. _____

10. **EXPERIENCE**

(Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet))

Experience (exact dates to be indicated From To		<u>Post</u>	<u>Organisation</u>	<u>Total Exp in years</u>

(include any other post held which is relevant to the field of education)

11. (a) Can you take indoor/outdoor games with boys/girls?

Indoor Boys _____ Outdoor Boys _____

Girls _____ Girls _____

(b) Which major games do you play? _____

12. **HEALTH :**

(a) What kind of health do you keep? _____

(b) Do you need any medical treatment/assistance for the disease you are suffering from:-

(c) Are you differently abled ? Give details _____

13. **CO-CURRICULAR ACTIVITIES/GAMES AND SPORTS**.(Mention the areas/activities you can contribute) _____

14. **COMPUTER KNOWLEDGE** (Separate sheet cab be att)

(a) Have you done any degree/diploma in computer? Give details:

(b) Any experience on working on computer ? Details _____

(c) Do you own a personal Laptop? If yes give details.

(d) Your knowledge of computer hardware:

15. **OTHER ACTIVITIES**

(a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institutions.

(i) _____

(ii) _____

16. **Give names of two references** (not relatives)

Name & Address

(c) Name _____

Address _____

(b) _____

Agreement

17. If appointed:-

(a) I agree to abide by the AWES Rule and Regulations for Army Public Schools.

(b) I solemnly state all the above particulars/statements are true to the best of my knowledge and belief.

Date :

(Signature of applicant)

