**ARMY PUBLIC SCHOOL, PUNE**

**APPLICATION FOR ADM STAFF**

 Application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Please paste recent Passport size colour PhotographDo not staple  |

1. **INSTRUCTIONS TO CANDIDATES**
2. 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 .

1. Send by post/by hand. No applications will be accepted via email.

(d) Send DD for Rs.250/- payable at a bank close to the location of the school. (in the name of Army Public School, Pune)

1. **PERSONAL DATA**
2. Name in full (Block letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Son/Daughter/Wife of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Date of birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Age : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Nationality : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. State : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Address ­­­­­­­­­­­­­­­­­­­­­­­­­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Contact Details :-

 Landline No with STD Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mob No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **PRESENT/PREVIOUS OCCUPATION:**

1. Designation of Post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name & Address of Institution/Organization
3. Name &Designation of superior in charge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. 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)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examinations  | Marks obtained  | Percentage | Division  | Year of Passing  | Subjects taken  | Name of University/ Board/Institute |
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 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

 ( (c)

1. 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 indicatedFrom To  | Post  | Organisation  | Total Exp in years  |
|  |  |  |  |  |
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 (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 :**

1. What kind of health do you keep? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 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**

1. 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

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreement

17. If appointed:-

1. I agree to abide by the AWES Rule and Regulations for Army Public Schools.

1. I solemnly state all the above particulars/statements are true to the best of my

 Knowledge and belief.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : (Signature of applicant)