

ARMY PUBLIC SCHOOL BATHINDA
APPLICATION FOR ADMINISTRATIVE STAFF

Application form for the post of :-.....

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1 PERSONAL DATA :

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

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

2. PRESENT / PREVIOUS OCCUPATION:

- (a) Designation of Post : _____
- (b) Name and Address of Institution/Organization : _____
- (c) Designation of superior In charge : _____
- (d) Contact No of superior(for verification if need be) : _____
- (e) Period of notice you will have to give, if selected? : _____
- (f) What salary are you drawing? : _____

3 FAMILY LIFE

- (a) Marital status Single/Married/Widowed
- (b) If married/widowed Name & occupation of spouse

No of children with age and sex

4 **EDUCATIONAL RECORDS : School, College Or University**

Give details of all exams starting from Secondary School onwards

| Examination | 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 _____

5. Languages you can read write and speak fluently.
 (a) (b) (c)

6. **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) | | School/College | Subject taught | Classes taught | No of pupils taken | Total Exp in Years |
|--|----|----------------|----------------|----------------|--------------------|--------------------|
| From | To | | | | | |
| | | | | | | |
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Include any other post held which are relevant to the field.

7. **HEALTH:**

- (a) What kind of health do you keep?.....
- (b) Do you need any medical treatment/assistance for the disease you are suffering from.....
- (a) Are you differently abled? Give details

8. **COMPUTER KNOWLEDGE**(Separate sheet can 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 :

9. **OTHER ACTIVITIES**

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

- (i) _____
- (ii) _____

10. Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)

(a) Name: _____ (b) Name _____
Address _____ Address: _____

Agreement:

11. If appointed:-

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

(b) I undertake to serve the school till the end of the final term or a period specified/ fixed by the management.

(c) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.

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

Date

.....

(Signature of applicant)

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.
2. All details at Ser 1(Personal data) are mandatory. Fill up in Block Capitals.
3. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
4. Send by post. No applications will be accepted via e-mail.
5. Send DD for Rs 100/- payable at a bank close to the location of the school.