

# APPLICATION FOR NON-TEACHING POST

Price Rs. 50/-  
Postal Charges extra Rs. 20/-

Sl. No. NT

## GURU NANAK PUBLIC SCHOOL

SECTOR 36-D, CHANDIGARH

### NOTES TO APPLICANT

- (i) Please fill in the form completely and leave no columns blank
- (ii) Use blank space on page 4 for any additional information you consider relevant.

Please paste a  
recent  
Photograph

Post applied for \_\_\_\_\_ Date of Advt. \_\_\_\_\_

### PERSONAL INFORMATION

1. Name \_\_\_\_\_  
(In Block Letters)
2. Date of Birth \_\_\_\_\_
3. Nationality \_\_\_\_\_
4. Present address \_\_\_\_\_  
\_\_\_\_\_
5. Permanent Address \_\_\_\_\_  
\_\_\_\_\_
6. Mobile No. \_\_\_\_\_ Telephone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_
7. Marital Status : Married = Yes/No. Widow/Widower/Divorced/Separated (Tick whatever is applicable)

### 8. FAMILY HISTORY

Family Member	Name	Age (Years)	Education	Occupation (with exact nature of work)	Place of Residence
Father					

Mother					
Spouse					
Children if any					

9. EDUCATIONAL QUALIFICATIONS

Education	Name & Address of School/Institute	Years attended		Division/ % age	Subject studied
		From	To		
10th					
12th					
Graduation/Degree/ Diploma					
Post Graduation/  Other Qualification					

10. COMPUTER LITERACY

Examination Passed	Name of Board/University	Year attended		Degree/Exam	Division/ % age	Operating System	Languages	Packages
		From	To					

Academic achievements/Honours/Scholarships \_\_\_\_\_

11. Previous Experience \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_

Name and address of Company/Deptt etc.	Assignment handled	Nature of job	Period of employment		Salary drawn
			From	To	

12. Total years of experience \_\_\_\_\_.

13. Reasons for seeking a new appointment, if already employed \_\_\_\_\_

Do you have any objection, if we make enquiries from your employer ?

14. EMPLOYMENT DATA :  
 Salary desired \_\_\_\_\_ Date by which you can join \_\_\_\_\_

15. MISCELLANEOUS INFORMATION :  
 Member of any Cultural/Social Organization \_\_\_\_\_  
 Hobbies, Areas of interest, Pastimes \_\_\_\_\_  
 Seminars/Workshops/Courses attended \_\_\_\_\_

16. REFERENCES Give names and addresses of two well placed persons who know you well personally and professionally and can provide relevant information, if contacted.

Name	Address	Tel No.	Business/Profession	Years known
1.				
2.				

**17. PHYSICAL RECORD**

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**List any physical defects**

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**Have you any defects in hearing ?**

**In vision ?**

**In speech ?**

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**Have you ever been tried in criminal court ?**

**Have you ever been in police custody arrested ?**

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**Is court case/police enquiry pending against you**

**Please give brief facts.**

**Dated :**

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**Signature of Applicant**

**Note : It may be noted that if any important relevant facts are hidden or deliberate Misrepresentation in regard to them is made, this default may lead to disciplinary action.**

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**SPACE FOR ADDITIONAL INFORMATION :**

**(Attach additional sheets if required.)**

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