



AFFIX
YOUR
RECENT
PHOTOGRAPH

APPLICATION FORM

POSITION APPLIED:

1. Name of applicant (in capital letter)			
2. Sex Male/Female	3. Marital Status Single/Married	4. No. of Dependents	
5. Present Address Pin <input type="text"/>	6. Permanent Address Pin <input type="text"/>	REMARKS*	
7. Age Completed Years	8. Date of Birth Day / Month / Year	9. Place of Birth City State	10. Domicile

11. Education (Please attach separate sheet if required) Name and Address of School/College	Degree/Diploma (Subjects)	From		%	
		From	To		
I. School leaving 10th Std.					
II. 12th					
III. Graduation					
IV. Post Graduation & Specifications					
12. Experience (Start with latest) Name & Address of Company's	Dates		Salary(Gross)		Reason for Leaving
	From	To	Starting	Leaving	

13. Experience (Describe. Use Separate paper if necessary) Teaching Institute Course No. of years			PASSPORT DETAILS (Attached Copies of 3 pages) NO. ISSUED AT	
			Valid Upto	
14. References (Exclude relatives) Name and address				Year Known
I. (Referred by)				
II.				
15. Languages	Speak	Read	Write	NOTICE PERIOD REQUIRED
16. Post Applying for		17. Minimum Salary Expected (Gross) Rs. _____ per month/day		18. Date available for employment

Declaration: I _____ affirm that the details submitted by me is true to the best of my knowledge and belief. If in an event my credentials are found to be Evasive / False / Incorrect / Fabricated. The Management at their own discretion may terminate my services and initiate appropriate action as per the service rules of the organization.

Place: _____ Dated: _____ **Signature of Applicant**

(For office use only)

OBSERVATIONS

Interview conducted on _____ Interviewed by: _____

1. Work Experience	2. Teaching Experience
3. IT and General Knowledge	4. Honesty, Aggressiveness & Decision Making Qualities
5. Sincerity Aspects	6. Leadership Qualities
7. Behaviour (overall)	8. Presentation Skills
9. Involvement in extra curricular activities	10. Individual (or) Group Player (or) Follower

Approved for Employment: Yes/No **Expected Date of Joining: Immediate (or) / ____ / ____ / 2016**

Special Terms: Probation Period _____ Approved Perks: _____ Minimum Contract Period ____

H R Manager

Cluster/Center Head

Director / Chairman