D.A.V. PUBLIC SCHOOL

19, Sitaram Nagar, Velachery – Tambaram Road, Chennai – 600 042
(Affiliated to Central Board of Secondary Education, New Delhi)
(Under Control of D.A.V. College Trust and Management Society, New Delhi)

Paste your <u>latest</u> Passport Size Photo

<u>APPLICATION FOR NON - TEACHING STAFF</u>

1. DATE OF APPLICATION: _____   POST APPLIED FOR : _____

Name of the Candidate: Mr. / Ms. _____   ☐ Male ☐ Female

Husband/Wife's Name : _____   Father's Name:_____

2. PERSONAL INFORMATION Date of Birth ☐☐ ☐☐ ☐☐☐☐ Mother Tongue: _____
Date   Month   Year

Age in Years: ☐☐   ☐ Unmarried ☐ Married ☐ Divorcee ☐ Widow

Residence Address : _____   Permanent Address (Address of Native Place)

_____   _____

_____   _____

_____ Pin : ☐☐☐☐☐☐   _____ Pin : ☐☐☐☐☐☐

☎(Resi.) _____ Mobile :_____   Contact Person at Native Place:_____

E-mail ID _____   Relationship with Candidate : _____

Distance from School : _____ Kms.   ☎ (Resi.) _____ Mobile: _____

Name of your Child_____ ☐ Male ☐ Female Class:___ ☐ Infant , Age____	Name of School / College:
Name of your Child_____ ☐ Male ☐ Female Class: ___ ☐ Infant, Age_____	Name of School / College:

Particulars of Employment of Father ☐ **/ Husband** ☐   **Particulars of Employment of Son** ☐ **/Daughter** ☐

Name of the organisation : _____   Name of the organisation : _____

Designation :_____   Designation :_____

Office Address : _____   Office Address : _____

_____Pin:_____   _____Pin:_____

Phone Office: _____ Extn. _____   Phone Office: _____ Extn. _____

Mobile Number: _____   Mobile Number: _____

3) Educational Qualifications	Year of Passing	Regular / Correspon-dence	Full Name of College / Institute & City	Subjects Studied	Class / Percentage
a) Ph.D.			College :_____ City: _____ University:_____		%
b) Post Graduation -1 ☐ M.A. ☐ M.Sc. ☐ M.Com. ☐ M. Phil. ☐ M.C.A. ☐ M.F.A. ☐ M.P.Ed. Any other _____			College :_____ City: _____ University: _____	Major Ancillary	%
Post Graduation -2 (if applicable) ☐ M.A. ☐ M.Sc. ☐ M.Com. ☐ M. Phil. ☐ M.C.A. ☐ M.F.A. ☐ M.P.Ed. Any other : _____			College :_____ City: _____ University: _____	Major Ancillary	%
c) Graduation ☐ B.A. ☐ B.Sc. ☐ B.F.A. ☐ B.P. Ed. ☐ B.C.A ☐ B.Com. Any other _____			College :_____ City: _____ University: _____	Major Ancillary	%
d) Any other Qualification					%
e) Have you done **Computer** course, if yes, mention the name of the course and its duration.			Institute: _____ City: _____ Duration: _____		

4. School Education

	Name of the School & City	Year of Passing	Subjects	Board	Medium of Instruction	Second Language	Aggregate %
PUC / Std. XII	City:						%
Std. X	City:						%

5. Language Known:

To read   1. _____   2. _____   3. _____   4. _____

To write   1. _____   2. _____   3. _____   4. _____

To speak fluently   1. _____   2. _____   3. _____   4. _____

6. **Total Experience till date :** _____Years _____Months

7. **Working Experience: Write from <u>Latest to last employment</u>**

Name of the School / Institution & City	Month & Year of **joining**	Month & Year of **leaving**	**Period of service**		Status of Employment (Temporary / Confirmed)	**Reason for leaving**
			Year	Months		
i) City:						
ii) City:						
iii) City:						
iv) City:						
8. Are you currently employed? ☐ **Yes** ☐ **No** **if yes**, **please give particulars of present job below.**						
City:						

	Year	**Year**	**Period of gap in service**	**Reason for Gap in service**

9. **Period of**   From 1) _____to _____   1) ___ Years __ Months   1)_____

    gap in service   From 2) _____to _____   2) ___ Years __ Months   2)_____

    (**if applicable**)   From 3) _____to _____   3) ___ Years __ Months   3)_____

10. Latest Salary Drawn Rs.: _____   Expected Salary Rs. : _____

11. **Reference of previous employer or an academician (other than relatives). Please furnish complete information**.

  a) Name of the person Mr. / Ms. _____   b) Name of the person Mr. / Ms. _____

    Name of the Organisation : _____   Name of the Organisation :_____

    Designation :_____   Designation :_____

    Office Address : _____   Office Address : _____

    _____City _____Pin:_____   _____City_____Pin:_____

    ☎ Office: _____ Extn._____   ☎ Office: _____ Extn. _____

    Mobile Number: _____   Mobile Number _____

    E-Mail ID _____   E-Mail ID _____

12. Give one page write up about you & your professional competence and skills.

Certified that the particulars given in the application are true to the best of my knowledge.

Date: Signature:

NOTE:

1. **Application** along with **Self- Attested copies of Degree / Testimonials** should be superscribed as **"Job Application" and should reach School to enable us to process your application.**

2. **The application and the enclosed Testimonials / Certificates are not returnable and should be self- attested.**

3. **Check List for enclosures (as applicable)** PLEASE DO NOT SEND ORIGINALS.

   a) Std. X

   b) Std. XII

   c) U.G. Degree Certificate

   d) P.G. Degree Certificate

   c) Professional / Tally/ Computer Course / Any other technical qualifications, etc.

   d) Experience Certificate

   e) Salary Slip

4. The original certificates and testimonials should be produced at the time of interview.