

ARMY PUBLIC SCHOOL BD BARI
APPLICATION FORM FOR ADMINISTRATIVE STAFF

Application form for the post of: _____

Please paste
recent passport
size colour
photograph
Do not staple

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) _____
Mobile No _____ E-Mail _____

2. **PRESENT / PREVIOUS OCCUPATION**

- (a) Designation of post : _____
- (b) Name & Address of Institution/Organisation _____
- (c) Designation of Superior incharge _____
- (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 RECORD : School, College Or University**

Give details of all exams starting from Secondary School onwards

| Examination | Marks Obtained | Percentage | Division | Year of Passing | Subject Taken | Name of University/ Institution/Board |
|-------------|----------------|------------|----------|-----------------|---------------|--|
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| | | | | | | |

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|-------------|----------------|------------|----------|-----------------|---------------|--------------------------------------|
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Graduation/Post Graduation through correspondence or regular _____

5. Have you cleared OST: _____ CTET/STET: _____
(Date) (Date)

6 Name of classes you would prefer to teach with subjects: -

(a) Classes : _____ (b) Subjects : _____

7 Training in NCC, Scouting, Music/Art, Dramatics or other such activities, Give rank status/proficiency achieved : _____

8 Merit Scholarship won ? If so what? _____

9 Languages you can read write and speak fluently.

(a) _____ (b) _____ (c) _____

10 Any books/articles written? If so give their titles / magazines in which published?

9 **EXPERIENCE**

Fill the particulars in chronological order, starting with your first appointment (If there is not enough space, attach a separate sheet).

| Experience as (Exact date to be indicated) | | School/College/Firm | Work Details | Total Exp in Years |
|--|----|---------------------|--------------|--------------------|
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Include any other post held which are relevant to the field of Education.

- 12 **APTITUDE**
(a) Subject (s) you enjoy teaching most? _____
(b) Other areas (Cultural activities): _____

- 13 (a) Can you taken indoor/outdoor with boys and girls?
Indoor Boys _____ Outdoor Boys _____
Girls _____ Girls _____
Which major games do you play? _____

- 14 **HEALTH**
(a) What kind of health do you keep? _____
(b) Do you need any medical treatment / assistance for the disease you are suffering from

(c) Are you differently abled? Give details _____

- 15 **CO – CURRICULAR ACTIVITIES / GAMES AND SPORTS**
What co – curricular activities can you teach? _____

- 16 **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) You knowledge of computer hardware: _____

17. **OTHER ACTIVITIES**
(a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable in this institution: -
(i) _____
(ii) _____

- 18 Give names of two references, who should know you well personally and have an intimate knowledge of your work (not relatives) :
Name _____ Name _____
Address _____ Address _____

Mobile No _____ Mobile No _____

19. I have / have not been selected at the CSB interviews held at _____ on
_____ and I have been / have not been selected for appointment at _____

AGREEMENT

20. If appointed: -

- (a) I agree to abide by the AWES Rules and Regulations for Army Public Schools.**
- (b) I understand to serve the School till the end of the final term i.e. upto the finalization of the results of the class taught 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 that all the above particulars / statements are true to the best of my knowledge and belief.**

Date :

(Signature of applicant)

INSTRUCTION TO CANDIDATES

1. Please download and print the Application Form.
2. All details at Ser No 01 (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/by hand. No application will be accepted via e-mail.
5. Send Demand Draft for Rs 250/- in favour of Army Public School BD Bari payable at Bari Brahmana.