

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

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

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)

INSTRUCTIONS 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.