

**MATA JAI KAUR PUBLIC SCHOOL &  
JASPAL KAUR PUBLIC SCHOOL**

TEL.: 27244590, 27221674

PHOTOGRAPH

**APPLICATION FOR THE POST OF** \_\_\_\_\_

**I) PERSONAL DETAILS**

1. NAME : \_\_\_\_\_

2. DATE OF BIRTH: \_\_\_\_\_

3. PRESENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TEL NO.: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL ID: \_\_\_\_\_

4. MARITAL STATUS: \_\_\_\_\_

5. CHILDREN & THEIR AGES 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

6. NAME OF FATHER/SPOUSE: \_\_\_\_\_

7. OCCUPATION OF FATHER/SPOUSE: \_\_\_\_\_

**II) EDUCATIONAL & PROFESSIONAL DETAILS**

Exam Passed	Year of Passing	Name of Institution (School/ College)	Regular/ Distance/ Correspondance	Name of Board or University	Class/Div & % of Marks	Subjects	Medium of Instruction
Class X							
Class XII							
Graduation (Please specify)							
Post Graduation (Please specify)							

**III) COMPUTER SKILLS**

Course Undergone	Year	Course Content	Duration	Name of the Institute	% of marks

**IV) Typing Speed: a) English \_\_\_\_\_ w.p.m.**

**b) Hindi \_\_\_\_\_ w.p.m.**

**V) LANGUAGES KNOWN: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_**

**VI) EXPERIENCE:**

Sl. No	Institution/ Organization Name & place	Dates from.... To....	Nature of job	Salary Basic plus allowances; Total:	Whether working on contract/ adhoc/ permanent
1.					
2.					
3.					
4.					
5.					

**VII) OTHER INTERESTS AND ACTIVITIES (Attach a Sheet, if necessary)**

**VIII) Job Specification (Details):**

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**IX) REFERENCES:**

Give names, professions and addresses of two references:

(a) \_\_\_\_\_ (b) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**X) Mention the date on which you can join if selected: \_\_\_\_\_**

I solemnly declare that the statements made by me above are correct to the best of my knowledge and belief.

\_\_\_\_\_  
SIGNATURE OF THE CANDIDATE

\_\_\_\_\_  
DATE