

Appendix C

ARMY PUBLIC SCHOOL, GAYA
APPLICATION FOR NON - TEACHING STAFF

Application form for the post of _____

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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) -----
Mob No -----
Email ID -----

2. PRESENT /PREVIOUS OCCUPATION:

- (a) Designation of Post : _____
- (b) Name and Address of Institution/Organization : _____
- (c) Designation of superior In charge : _____
- (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 RECORDS : School, College Or University**

Give details of all exams starting from Secondary School onwards

Examination	Marks Obtained	Percentage	Division	Year of passing	Subjects taken	Name of University/ Board/Institute

Graduation/Post Graduation through correspondence or regular _____

- 5. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved
- 6. Merit Scholarship won? If so what? _____
- 7. Languages you can read write and speak fluently.
(a) (b) (c)

8. **EXPERIENCE:**

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

Experience (Exact dates to be indicated)		School/College	Total Exp in Years
From	To		

9. **HEALTH:**

- (a) What kind of health do you keep?.....
- (b) Do you need any medical treatment/assistance for the disease you are suffering from.....
- (a) Are you differently abled? Give details

10. **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) Your knowledge of computer hardware :

11. OTHER ACTIVITIES

(a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:

- (i) _____
- (ii) _____

12. Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)

- | | | | |
|-----|---------------|-----|----------------|
| (a) | Name: _____ | (b) | Name _____ |
| | Address _____ | | Address: _____ |
| | _____ | | _____ |

Agreement:

13. If appointed:-

- (a) I agree to abide by the AWES Rule and Regulation for Army Public Schools
- (b) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date

.....

(Signature of applicant)

SELF DECLARATION FORM

1. I declare that I am not involved in any Legal/Disciplinary cases and no Case in pending against me in any Court of Law as on date.

2. I declare that I have not been terminated/dismissed from earlier service due to inefficiency/unsatisfactory performance of duties from any institution/previous employment.

Place: Name of the candidate: _____

Date: Signature of the candidate: _____

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.
2. Fill the name of only one school in a cluster.
3. All details at Ser 1 (Personal Data) are mandatory. Fill up in Block Capitals.
4. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
5. Send by post. No applications will be accepted via e-mail.
6. **Rs 250/-** towards application fee through Demand Draft in favour of **Army Public School, Gaya** payable at **Gaya**.