



Post Applied for

PART-A : RESUME

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passport-size
colour photograph
in this space

■ Personal Information

Ms/Mr.

Name in block letters

Date of Birth

In words

Age

(on the date of application)

Years

Months

Days

Contact Address

Telephone No(s)

E-mail Id

Place of Birth

State

Marital Status

Nationality

Children

Name

Sex

Age in years

Name & Occupation

Father

Occupation

Mother

Occupation

Spouse

Occupation

Office Address &
Telephone no(s)

Father

Tel

Mother

Tel

Spouse

Tel

■ Academic/Professional Qualification

Qualification	Discipline/Subject	School/College	Board	Year of Passing	% of Marks	Division
High School						
Inter/+2						
Graduation						
Post Graduation						
B. Ed.						
Any other						

■ Details

Scholarships/
Awards/Honours

Research Work/
Publication

Co-curricular
Activities

Sports/Games/
Outdoor Activities

Proficiency in
Language
(Write Mother Tongue against 1)

Language

Read

Write

Speak

1.

2.

3.

■ Interests

From the following list indicate the area of your interest, in order of preference :

Academics	Co Curricular Activities	Sports Activities
Accountancy	Advertising	Athletics
Art/History	Art Galleries	Basket Ball
Anthropology	Archaeology	Badminton
Ancient Civilisation	Clay Modelling	Chess
Banking	Dramatics	Cricket
Business Administration	Dance	Equestrian
Computer Science	Film/TV/Journalism	Football
Economics	Fine Arts	Gymnastics
Environmental Studies	Gardening	Hockey
International Relations	International Organisation	Judo
Literature	Interior Designing	Karate
Languages	Literary Activities	Lawn Tennis
Mathematical Science	Music	Shooting
Natural Science	Museums	Squash
Physical/Applied Science	NCC/Scouts/Guides	Swimming
Social Science	Philately	Table Tennis
	Photography	Volley Ball
	Physical Fitness	Carrom
	Red Cross	Skating
	Social Services	Handball
		Kabaddi
		Kho-Kho
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____

■ Work Experience

Name of Institutions	From	To	Positions held	Subject and Class taught
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Experience (in Years) _____

Teaching _____

Administration _____

Any other
(please specify) _____

■ Particulars of previous Job

Name and full address of present or last organisation

Contact numbers _____

Previous/Present Designation _____

Date of Joining _____

Place of posting _____

Total emolument _____

Basic _____

Allowances _____

Other Benefits _____

Are you under service bond (if yes, give details)

■ Other information

Foreign travel detail, if any	Destination	Year
_____	_____	_____

Seminars and courses attended	Seminars/course	Date	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Names of three books recently read with names of authors	Title	Author(s)
_____	1. _____	_____
_____	2. _____	_____
_____	3. _____	_____

Do you suffer from any major ailment/medical problem ?

Yes

No

If yes, give details _____

Have you ever been convicted by any court of law or any disciplinary proceeding/enquiry is pending against you or any penalty has been imposed on you ?

Yes

No

If yes, give details _____

Give details of two references (other than relatives) in the field of education.

(1)

Name _____

Occupation _____

Address (Official) _____

Telephone _____

(2)

Name _____

Occupation _____

Address (Official) _____

Telephone _____

I hereby certify that the information provided above is true to the best of my knowledge and belief. If any information is found to be false/incorrect, it will disqualify my continuation in Delhi Public School Raj Nagar.

Signature of the Candidate

Date _____

Place _____

PART-B

1. Have you applied for a job elsewhere of which the result is awaited ? (Please Tick)

Yes

No

2. If the answer is `Yes', give details of the organisation/s and post applied for.

1.

2.

3.

4.

5.

3. In case you are selected for post referred to in (2), would you leave Delhi Public School Raj Nagar and join there ? (Please Tick)

Yes

No

4. In case the answer to question 3 is yes, will you complete the academic session or resign in mid session ?

1. Yes, I will complete the academic session

2. No, I will resign in mid session.

5. In case you are selected for Delhi Public School Raj Nagar would you be looking for a job elsewhere ? (Please tick)

Yes

No

6. If answer to (5) is 'Yes', give details of the kind of job and organisation you will be looking for (Give an example.)

7. Give your reasons for your answer to (6) (Please Tick)

- (a) Better Salary
- (b) Better Social Status
- (c) More Job Satisfaction
- (d) More Job Security
- (e) Any other

8. If appointed at Delhi Public School Raj Nagar for how long should we expect you to work with us?

PART-C : GETTING TO KNOW YOU

Describe yourself as a person. What are your strengths and weaknesses ?

Given a chance, what would you like to work upon-your strengths or weaknesses ?

According to you what can be the innovative approaches in the methods of teaching to make it more interesting for students ?

A large rectangular box with a solid cyan border and horizontal dashed lines for writing.

Have you ever adopted a non-traditional approach to manage or handle a situation (child related) ? Describe your approach and the outcome !

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Share your views regarding the experience gathered during a discourse in a learning workshop.

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Five years down the line you see yourself as :

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People idolized by you and the reasons.

You, as-a child, a teenager, an adult.

■ Instruction

1. You are requested to fill in this application form in your hand writing.
2. Do not attach any certificate with this application form.
3. Submission of any false information will make you liable for summary rejection at the time of interview, or if appointed, termination without notice.
4. In the column for academic information, please fill in only recognised and completed qualifications.

■ For office use only

Preliminary Interview

Chaired by _____

Selected Rejected

Signed by _____

Final Interview

Chaired by _____

Selected Rejected

Signed by _____

Approved By

Head Mistress/Principal

Pro Vice-Chairman

Checking of certificate : (to be tick marked)

Certificate	Checked
School leaving (verify D.O.B.)	<input type="checkbox"/>
Intermediate/+2	<input type="checkbox"/>
Graduation	<input type="checkbox"/>
B. Ed.	<input type="checkbox"/>
Post Graduation	<input type="checkbox"/>
Experience Certificate(s)	<input type="checkbox"/>

Signature and Stamp
of Checking Authority

Date _____