ARMY PUBLIC SCHOOL GOPALPUR

APPLICATION FORM FOR NON-TEACHING / ADM 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)   :--------------------------------

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

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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	Subject Taken	Name of Board / University Institute

Graduation/Post Graduation through correspondence or regular : _____

5.   **LANGUAGES**: you can read write and speak fluently.

(a) …………………………(b) ………………………….(c) ……………………………

6.   **EXPERIENCE:**

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

DESIGNATION	EXPERIENCE (EXACT DATES TO BE INDICATED)		INSTITUTE/ COMPANY	TOTAL EXPERIENCE IN YEAR
	From	To		

Include any other post held which are relevant to the subject appointment

7. **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

8. **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 : _____

   (e) Knowledge of experience of Accounting software : _____

OTHER ACTIVITES

9. In answering please indicate personal characteristics, interests and aspirations you

   have which you believe will be valuable to this institution:

   (i)_____

   (ii)_____

10. Give names of two references, which should know you well personally and have an

   Intimate knowledge of your work (not relatives)

   (a) Name (1): _____   Name (2) _____

   Address :_____ Address :_____

   :_____   :_____

AGREEMENT:

11. If appointed: -

   (a) I agree to abide by the AWES Rules and Regulation for Army Public Schools

   (b) I undertake to serve the school till the end of the final term or a period

   specified/ fixed by the management.

   (c) I solemnly state the 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 1(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.   Applications to be sent by post only. The applications should be received by the school by the due date as published in the advertisement. The school will not be responsible for postal delays or non-receipt of application. No applications will be accepted via e-mail.

5.   Send a DD for Rs 250/- in favour of Army Public School Gopalpur, payable at Canara Bank, Golabandha.

DD No _____ Dated _____ Bank Name _____