

ARMY PUBLIC SCHOOL, AMRITSAR (PO KHASA)

Ph : 09463505599

**APPLICATION FORM ADM/NON TEACHING
STAFF POST APPLIED FOR : _____**

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1. **PERSONAL DATA :**

- (a) Name in full (Block letters) :-----
letters)
- (b) Son/Daughter/wife of :-----
- (c) Date of Birth :-----
- (d) Nationality :-----
- (e) Religion :-----
- (f) State :-----
- (g) Address :-----

- (h) 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) Notice Period Required :-----
- (d) Last Salary Drawn :-----

3. **Personal Details.**

- (a) Marital status :-----
- (b) Name & Occupation of Father/Spouse : -----
- (c) No of Children with age and sex (i) -----
(ii) -----

4. **EDUCATIONAL RECORDS** : **School, College Or University**

Give details of all exams starting from matriculation onwards (you may att a separate sheet if necessary) :

Examination	Name of Board/University	Year of Passing	Subjects taken	Percentage (%age)

5. Languages you can read write and speak fluently.

(a) (b) (c)

6. Any books/articles written? Give details : -----

7. **EXPERIENCE:**

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

Name of Organisation/Institute	Appointment	Period		No of Years
		From	To	

8. **APTITUDE:**

- (a) Interest in Cultural activities/Games :-----.
- (b) Hobbies :-----

9. **Health.** Medical, Disability/Specific Ailment (if any) :-----

10. Specify Achievements in Sports : -----

11. **Computer Knowledge**(Separate sheet can be att.)

- (a) Have you done any degree/diploma in computer give details: -----

- (b) Any experience on Hard Ware or Networking : -----
- (c) Do you know basic computer (Knowledge of MS Office, MS Excel, MS Power Point) : -----.
- (d) Basic Knowledge of accountancy : _____.

12. **Other Activities**

- (a) Membership and office in professional Association : -----
- (b) Please indicate personal characteristics, interests and aspirations you have, which will be valuable to this institution :

13. Give names of two references (Not related to the applicant)

- | | |
|-------------------|----------------|
| (a) Name : | (b) Name : |
| Address : | Address : |
| Mobile No : ----- | Mob No : ----- |

Agreement:

14. If appointed:-

- (a) I agree to abide by the AWES Rule and Regulation for Army Public Schools
- (b) I undertake to serve the school till the end of the Academic session.
- (c) I solemnly state that all the above particulars/statements are true to the best of my knowledge and belief.

Date

.....
(Signature of applicant)