

ARMY PUBLIC SCHOOL, AMRITSAR (PO KHASA)

Ph : 09463505599

APPLICATION FORM ADM STAFF (ADHOC)

POST APPLIED FOR : _____

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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) 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 Hardware 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 : ----- Mobile 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)**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 letters.
3. Paste one recent coloured passport size photograph on the form.
4. Send by post/By hand. No applications will be accepted via e-mail.
5. Application without copies of attested certificates – educational qualifications & experience will not be considered.
6. Last date for receipt of application at Army Public School Amritsar :
06 May 2024 by 1400 hrs (2 : 00 PM).
7. Send DD for Rs 100/- in favour of Army Public School Amritsar payable at Amritsar.