



D.A.V. PUBLIC SCHOOL

19, Sitaram Nagar, Velachery – Tambaram Road, Chennai – 600 042
(Affiliated to Central Board of Secondary Education, New Delhi)
(Under Control of D.A.V. College Trust and Management Society, New Delhi)

Paste your latest
Passport Size
Photo

APPLICATION FOR NON TEACHING STAFF Date: _____

NOTE: 1. Candidate must paste the Photo and fill all fields as applicable to him / her.
2. Application without Photo and Incomplete Information will be rejected.

1. NAME (Capital Letters) : Mr./Ms. _____ Male Female

2. Date of Birth Age Years Unmarried Married
Date Month Year

3. POST APPLIED FOR: _____ Mother Tongue: _____

4. Distance from your Residence to D.A.V. Public School : _____ Kms.

5. Total Experience till date : _____ Years _____ Months No Experience

Residence Address : _____

Permanent Address (Address of Native Place)

_____ Pin :

_____ Pin :

Mobile : _____

Contact Person at Native Place: _____

e-mail id: _____

Relationship with Candidate : _____

Mobile: _____

Name of your Child _____

Name of School / College: _____

Male Female Class: _____ Infant , Age _____

Name of your Child _____

Name of School / College: _____

Male Female Class: _____ Infant, Age _____

Particulars of Employment of Father / Husband

Particulars of Employment of Son / Daughter

Name: _____

Name: _____

Name of the Organisation : _____

Name of the Organisation : _____

Designation : _____

Designation : _____

Office Address : _____

Office Address : _____

_____ Pin: _____

_____ Pin: _____

Mobile Number: _____

Mobile Number: _____

e-mail id: _____

e-mail id: _____

6) Educational Qualifications	Year of Passing	Regular / Correspondence	Full Name of College / Institute & City	Subjects Studied	Percentage
a) <u>Post Graduation -1</u> <input type="checkbox"/> M.A. <input type="checkbox"/> M.Sc. <input type="checkbox"/> M.Com. <input type="checkbox"/> M. Phil. <input type="checkbox"/> M.C.A. <input type="checkbox"/> M.F.A. <input type="checkbox"/> M.P.Ed. Any other _____			College : _____ City: _____ University: _____	Major Ancillary	%
<u>Post Graduation -2 (if applicable)</u> <input type="checkbox"/> M.A. <input type="checkbox"/> M.Sc. <input type="checkbox"/> M.Com. <input type="checkbox"/> M. Phil. <input type="checkbox"/> M.C.A. <input type="checkbox"/> M.F.A. <input type="checkbox"/> M.P.Ed. Any other : _____			College : _____ City: _____ University: _____	Major Ancillary	%
b) <u>Graduation</u> <input type="checkbox"/> B.A. <input type="checkbox"/> B.Sc. <input type="checkbox"/> B.F.A. <input type="checkbox"/> B.P. Ed. <input type="checkbox"/> B.C.A <input type="checkbox"/> B.Com. Any other _____			College : _____ City: _____ University: _____	Major Ancillary	%
c) Any other Qualification					%
d) Have you done Computer course, if yes, mention the name of the course and its duration.			Institute: _____ City: _____ Duration: _____		

7. School Education

	Name of the School & City	Year of Passing	Subjects	Board	Medium of Instruction	Second Language	% Scored
Std. XII	City: _____						%
Std. X	City: _____						%

8. Language Known:

To write 1. _____ 2. _____ 3. _____ 4. _____

To speak fluently 1. _____ 2. _____ 3. _____ 4. _____

9. Total Work Experience till date : _____ Years _____ Months

10. Working Experience: Write from Latest to first employment

Name of the School / Institution	Designation	Date & Year of Joining	Date & Year of Leaving	Period of service		Status of Employment (Temporary / Confirmed)	Reason for leaving
				Year	Months		
i) City:							
ii) City:							
iii) City:							
iv) City:							

11. Are you currently employed? Yes No if yes, please give particulars of present job below.

City:							
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	<u>Year</u>	<u>Year</u>	<u>Period of gap in service</u>	<u>Reason for Gap in service</u>
12. Period of gap in service (if applicable)	1) From _____ to _____	2) From _____ to _____	1) _____ Years _____ Months	1) _____
	2) From _____ to _____	3) From _____ to _____	2) _____ Years _____ Months	2) _____
	3) From _____ to _____		3) _____ Years _____ Months	3) _____

13. Latest Salary Drawn Rs.: _____ Expected Salary Rs. : _____

14. Reference of previous employer or an Academician from whom we can take a feedback about you.

a) Name of the person Mr. / Ms. _____ b) Name of the person Mr. / Ms. _____

Name of the Organisation : _____ Name of the Organisation : _____

Designation : _____ Designation : _____

Office Address : _____ Office Address : _____

_____ City _____ Pin: _____ _____ City _____ Pin: _____

☎ Office: _____ Extn. _____ ☎ Office: _____ Extn. _____

Mobile Number: _____ Mobile Number _____

E-Mail ID _____ E-Mail ID _____

15. Give 'ONE PAGE' write up about your Professional Competence and Skills.

Certified that the particulars given in the application are true to the best of my knowledge.

Date:

Signature:

VERY IMPORTANT PAGE TO PROCESS YOUR APPLICATION

1. **Application along with Self- Attested Xerox copies of Degree / Testimonials/ Provisional Eligibility Card (D.A.V. CBT) should be submitted in School.**

2. **The application and the enclosed Testimonials / Certificates are not returnable.**

3. **Check List for enclosures (as applicable) PLEASE DO NOT SEND ORIGINAL DOCUMENTS.**

	Verified by School		Verified by School
1) Std. X	<input type="checkbox"/>	5) Tally / Computer Course/ Any Other	<input type="checkbox"/>
2) Std. XII	<input type="checkbox"/>	6) Experience Certificates	<input type="checkbox"/>
3) U.G. Degree Certificate	<input type="checkbox"/>	7) Last Salary Slip	<input type="checkbox"/>
4) P.G. Degree Certificate	<input type="checkbox"/>	8) Copy of Aadhar Card	<input type="checkbox"/>
		9) Provisional Eligibility Card (D.A.V. CBT)	<input type="checkbox"/>

3) E-mail / SMS to appear for Interview will be sent only to the '**Short Listed Candidates**'.

4) The '**Original Certificates**' and Testimonials should be produced at the time of Interview.

5) The Processing of Application will take atleast a Month's time.

FOR OFFICE USE:

- 1) Photograph is Pasted
- 2) All Fields are filled as applicable to candidate
- 3) Some fields are **not filled** and hence application is '**Incomplete**'.
- 4) All enclosures are available.
- 5) All enclosures are NOT available.
- 6) **APPLICATION TO BE CONSIDERED** **NOT TO BE CONSIDERED**
- 7) Candidate shortlisted for Interview.
 Candidate not shortlisted for Interview.
- 8) Candidate appeared for Interview on_____.
 Candidate did not appear for Interview on_____.
- 9) **Selected** **Not Selected**

Signature 'In-charge Staff Recruitment'