



# 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)

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## APPLICATION FOR NON - TEACHING STAFF

1. DATE OF APPLICATION: \_\_\_\_\_ POST APPLIED FOR : \_\_\_\_\_

Name of the Candidate: Mr. / Ms. \_\_\_\_\_  Male  Female

2. PERSONAL INFORMATION Date of Birth    Mother Tongue: \_\_\_\_\_  
Date Month Year

Age in Years:   Unmarried  Married  Divorcee  Widow

Father's Name : \_\_\_\_\_ Husband's Name: \_\_\_\_\_

Residence Address : \_\_\_\_\_

Permanent Address (Address of Native Place)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Pin :

Pin :

☎(Resi.) \_\_\_\_\_ Mobile : \_\_\_\_\_

Contact Person at Native Place: \_\_\_\_\_

Relationship with Candidate : \_\_\_\_\_

E-mail ID \_\_\_\_\_

☎ (Resi.) \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of your Child _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Class:___ <input type="checkbox"/> Infant , Age___	Name of School / College:
Name of your Child _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Class: ___ <input type="checkbox"/> Infant, Age___	Name of School / College:

Particulars of Employment of Father  / Husband  Particulars of Employment of Son  / Daughter

Name of the organisation : \_\_\_\_\_ Name of the organisation : \_\_\_\_\_

Designation : \_\_\_\_\_ Designation : \_\_\_\_\_

Office Address : \_\_\_\_\_ Office Address : \_\_\_\_\_

Pin: \_\_\_\_\_ Pin: \_\_\_\_\_

Phone Office: \_\_\_\_\_ Extn. \_\_\_\_\_ Phone Office: \_\_\_\_\_ Extn. \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

3) Educational Qualifications	Year of Passing	Regular / Correspondence	Full Name of College / Institute & City	Subjects Studied	Class / Percentage
a) Ph.D.			College : _____ City: _____ University:		%
b) <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	%
c) <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	%
d) Any other Qualification					%
e) Have you done <b>Computer</b> course, if yes, mention the name of the course and its duration.			Institute: _____ City: _____ Duration:		

#### 4. School Education

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

#### **5. Language Known:**

To read            1. \_\_\_\_\_            2. \_\_\_\_\_            3. \_\_\_\_\_            4. \_\_\_\_\_

To write            1. \_\_\_\_\_            2. \_\_\_\_\_            3. \_\_\_\_\_            4. \_\_\_\_\_

To speak fluently 1. \_\_\_\_\_            2. \_\_\_\_\_            3. \_\_\_\_\_            4. \_\_\_\_\_

6. **Total Experience till date :** \_\_\_\_\_ Years \_\_\_\_\_ Months

7. **Working Experience: Write from Latest to last employment**

Name of the School / Institution & City	Month & Year of joining	Month & Year of leaving	Period of service		Status of Employment (Temporary / Confirmed)	Reason for leaving
			Year	Months		
i) City: _____						
ii) City: _____						
iii) City: _____						
iv) City: _____						

8. **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>
9. <b>Period of gap in service (if applicable)</b>	From 1) _____	to _____	1) ___ Years ___ Months	1) _____
	From 2) _____	to _____	2) ___ Years ___ Months	2) _____
	From 3) _____	to _____	3) ___ Years ___ Months	3) _____

10. Latest Salary Drawn Rs.: \_\_\_\_\_ Expected Salary Rs. : \_\_\_\_\_

11. **Reference of previous employer or an academician (other than relatives). Please furnish complete information.**

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 _____

**12. Give one page write up about you & your professional competence and skills.**

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

Date:

Signature

**NOTE:**

1. Envelope enclosing your Application along with Self- Attested copies of Degree / Testimonials should be superscribed as “Job Application” and should reach School to enable us to process your application.
2. The application and the enclosed Testimonials / Certificates are not returnable and should be self- attested.
3. **Check List for enclosures ( as applicable ) PLEASE DO NOT SEND ORIGINALS.**
  - a) P.G. Degree Certificate   b) U.G. Degree Certificate   c) Any other Qualification Certificate
  - d) Experience Certificate   e) Salary Slip   f) Self addressed stamped envelope (23x10 cm)
4. The original certificates and testimonials should be produced at the time of interview.