

# GDGPS

G D GOENKA PUBLIC SCHOOL

JHAJJAR

Name of teacher .....

Post applied for .....



**JOB**

# Application Form

Marot, Gwalison Road, Jhajjar, Haryana

Tel.: +91- 9504945000, 9504946000

E-mail : [info@gdgoenkajhajjar.com](mailto:info@gdgoenkajhajjar.com) | [www.gdgoenkajhajjar.com](http://www.gdgoenkajhajjar.com)

**Important: Please answer all questions and print the information clearly in BOLD, using black or blue BALL POINT pen.**

APPLICATION FOR THE POST OF

Date

Please affix latest Passport size photograph in colour

**Note:**

1. Only certified copies of Degrees/ Certificates/ Testimonials should be sent with this Application Form.
2. Applicants called for interview will have to bear their own travelling expenses unless otherwise agreed in advance.
3. Application should be delivered personally at the School office or sent by Registered Post.

Please paste photograph.  
DO NOT STAPLE

## PERSONAL DATA OF CANDIDATE

Surname  First Name  Middle Name

Date of Birth  Years  Months  Days  Place of Birth

Sex: Female  Male  Nationality  Marital Status: Married  Unmarried  Widow(er)  Separated

Address  City  Pin Code  Country

Home Tele#  Mob#  Email

Father's/ Husband's Name  Occupation

Address  City  Pin Code  Country

Number of Children:	Age	Sex	Grade/Class and School in which studying
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Major illness(es) past or present  Physical handicap/ disability if any

Personal Habits: Do you Smoke? Yes  No  Do you Drink? Yes  No

Have you ever been convicted of any criminal offence? If so, give details

Present Pay/ last salary drawn Basic Pay  Scale  Allowances  Total

## ACADEMIC QUALIFICATIONS

### SENIOR SECONDARY/ A LEVEL OR EQUIVALENT (PLEASE SPECIFY)

Examination	Board	Subjects	Year	Level	Grade/ Percentage	School

### GRADUATION / POST GRADUATION

Degree Passed	Subjects	Year	Division	% of marks obtained	University/ College

### EDUCATIONAL DEGREE/ DIPLOMA/ CERTIFICATE (B.Ed/NTT etc.)

Degree Passed	Subjects	Year	Division	% of marks obtained	University/ College

### TEACHING EXPERIENCE

School	Subjects taught	Grades/ Classes	Curriculum	From d/m/y to d/m/y	Total	Reason for Leaving

## PROFESSIONAL TRAINING AND EXPERIENCE (FOR NON-TEACHING POSTS)

### TRAINING

Name of the Institution	Course attended	From d/m/y to d/m/y	Total	Shorthand/ Typing speed/ Grade

### EXPERIENCE

Name of Organisation	Nature of work	From d/m/y to d/m/y	Total	Reason for leaving

List games you play

Special Distinctions achieved

Name literary or cultural activities in which interested. Mention any distinctions achieved.

State whether "Captain"/"Secretary"/"President" of a Team/ Club/ Society. Give names of School/ Colleges where these positions held.

Any other special particulars/ achievements

## REFERENCES Note: References(not related to you) must be able to comment on your professional performances and/or academic achievements

Name  Designation  Telephone

Address  City/ State  Pin Code

Name  Designation  Telephone

Address  City/ State  Pin Code

How much notice required for joining

Minimum salary acceptable

Have you ever applied for any post in any G. D. Goenka School earlier? If so, when?

I hereby certify that the particulars furnished above are correct to the best of my knowledge and belief. I have not concealed any information likely to impair my fitness for employment. If it is revealed later that I have given false/incorrect details or concealed material information, my services are liable to summary termination without any notice or compensation.

If selected, I shall produce:

- Medical Certificate from a recognised Hospital/ Clinic/ Registered Medical Practitioner (indicating, in the case of ladies, if they are pregnant)
- Experience certificate from my last employer duly counter signed by the Zonal Educational Officer or the competent authority.
- Original certificates for verification

Date  Place

Signature of Applicant

**FOR OFFICE USE ONLY**

Call for interview on