

**ARMY PUBLIC SCHOOLS RAIWALA**  
**APPLICATION FOR ADMINISTRATIVE STAFF**

School where you would like to work:-

.....

**1 PERSONAL DATA :**

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

- (g) 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) Designation of superior In charge : \_\_\_\_\_
- (d) Contact No of superior( for verification if need be) : \_\_\_\_\_
- (e) Period of notice you will have to give, if selected? : \_\_\_\_\_
- (f) What salary are you drawing? : \_\_\_\_\_

**3 FAMILY LIFE**

- (a) Marital status Single/Married/Widowed
- (b) If married/widowed
  - Name & occupation of spouse \_\_\_\_\_
  - No of children with age and sex \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

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

Give details of all exams starting from Secondary School onwards

Examination	Marks Obtained	Percentage	Division	Year of passing	Subjects taken	Name of University/ Board/Institute

**Graduation/Post Graduation through correspondence or regular \_\_\_\_\_**

5. Training in NCC, scouting, Music/Art, Dramatics or other such activities, Give rank, status/proficiency achieved.....

6. Merit Scholarship won? If so what? \_\_\_\_\_

7. Languages you can read write and speak fluently.  
 \_\_\_\_\_  
 (a) (b) (c)

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

Experience (Exact dates to be indicated)		School/College/ Institute Name	Designaton	Total Exp in Years
From	To			

Include any other post held which are relevant to the field of Education

9. **HEALTH:**  
 (a) What kind of health do you keep?.....  
 (b) Do you need any medical treatment/assistance for the disease you are suffering from.....  
 (c) Are you differently abled? Give details

10. **CO-CURRICULAR ACTIVITIES/GAMES AND SPORTS**  
 What co-curricular activities can you teach? \_\_\_\_\_

11. **COMPUTER KNOWLEDGE**(Separate sheet can be att.)
- (a) Have you done any degree/diploma in computer give details:
  - (b) Any experience on working on computer Details.
  - (c) Do you own a personal Laptop, if yes give details:
  - (d) Your knowledge of computer hardware :

12. **OTHER ACTIVITES**

(a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:

(i) \_\_\_\_\_  
 (ii) \_\_\_\_\_

13. Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)

(a) Name: \_\_\_\_\_(b) Name \_\_\_\_\_  
 Address \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_

**Agreement:**

14. If appointed:-
- (a) I agree to abide by the AWES Rule and Regulation for Army Public Schools
  - (b) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.
  - (c) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date .....

....

.....

(Signature of applicant)