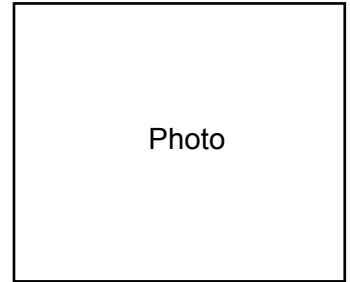




# Job Application Form

Admin Officer

1. Post Applied For



## 2. General Information

Name :

Father's/ Husband's Name :

Address :

Photo

Contact No. (R) :

Mobile (P) :

Date of Birth :

E-mail ID :

3. Marital Status  Single  Married

Spouse Name :

Educational Qualification :

Address :

Phone :

Mobile :

## 4. Details of Children

No. of Children :  Son(s) :  Age :  Daughter(s) :  Age :

School/ College if studying :

## 5. Give two reference of permanent of (city) and having their own house

1. Name :

Phone/ Mobile :

Address :

How do you know the person and since how long? :

2. Name :

Phone/ Mobile :

Address :

How do you know the person and since how long? :

## 6. Subject(s) Specialisation

1.

2.

## 7. Education

	Name and Location	Graduate?-Degree?	Major/ Subject of Study
High School			
College or University			
Specialized Training			
Other Education			

*Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position (eg. English language skills)*

## 8. Details of Work Experience

Name of School/ Company	Positions held	From	To	Responsibilities	Reasons for learning

**Note:** Please enclose certified photocopies for the qualifications & experience.

Total work experience(in years)

Teaching :

Administration :

Any other :

## 9. Present Salary

## 10. Expected Salary

## 11. Available Start Date

**12. Your Strengths**

**13. Your Weaknesses**

**14. Mention the areas (To be filled in by those applying for teaching job) other than academics in which you can contribute to the growth of the school (Co-curricular activities)**

a.

b.

**15. Mention the assignments/ responsibilities which you have handled other than your professional field.**

a.

b.

**16. What special abilities do you have that we should give attention when considering your application?**

**17. What is your idea of "perfect" job?**

18. How would your best friend describe you?

19. If someone else applying for this job is better than you, what make them better?

20. How are you involved in the community?

21. How do you stay up to date on the latest administration fields as a professional Admin Officer?

22. Write a few lines on your views on "Work Ethics":

---

---

---

23. Any other information about your achievement in the field of

Academics :

Research :

Sports :

Cultural Activities :

24. Seminar/ Workshop/ Inset Attended

Seminar/ Workshop/ Inset Attended	Duration	Date	Description

25. Mention any course/ Studies you are pursuing at present. Will you need any leave on this account?

---

---

***Please enclose with a medical check up certificate.***

26. Declaration

I hereby certify that all statements made and information given by me this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, action can be taken against me by the School and my candidature/ appointment shall automatically stand cancelled/ terminated.

Place :

---

Date :

---

(Full Signature of the Applicant) :

---