



# 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

**NOTE: 1. Candidate must paste Photo and fill all fields as applicable to him / her.**  
**2. 5 Page Application without Photo and Incomplete Information will not be considered.**

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

2. NAME OF THE CANDIDATE: Mr./Ms. \_\_\_\_\_  Male  Female

3. PERSONAL INFORMATION Date of Birth     
Date Month Year

Age  Years  Unmarried  Married Mother Tongue: \_\_\_\_\_

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

Permanent Address (Address of Native Place)

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

e-mail id: \_\_\_\_\_

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

Distance from Residence to D.A.V. Public School : \_\_\_\_ Kms.

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: \_\_\_\_\_

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: \_\_\_\_\_

4) Educational Qualifications	Year of Passing	Regular / Correspondence	Full Name of College / Institute & City	Subjects Studied	Percentage
<b>a) Post Graduation -1</b> <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>Post Graduation -2 (if applicable)</b> <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>b) Graduation</b> <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	%
<b>c) Any other Qualification</b>					%
<b>d) Have you done Computer course, if yes, mention the name of the course and its duration.</b>			Institute: _____ City: _____ Duration: _____		

**5. School Education**

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

**6. Language Known:**

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

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

7. Total Work Experience till date : \_\_\_\_\_ Years \_\_\_\_\_ Months

8. Working Experience: Write from Latest to first employment

Name of the School / Institution	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:						
9. Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, please give particulars of present job below.						
City:						

	<u>Year</u>	<u>Year</u>	<u>Period of gap in service</u>	<u>Reason for Gap in service</u>
10. 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) _____

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

12. 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 _____

**13. 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 copies of Degree / Testimonials should be submitted in School to enable us to process your application.

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) Copy of Aadhar Card	<input type="checkbox"/>
3) U.G. Degree Certificate	<input type="checkbox"/>	7) Experience Certificates	<input type="checkbox"/>
4) P.G. Degree Certificate	<input type="checkbox"/>	8) Last Salary Slip	

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

5. The 'Original Certificates' and Testimonials should be produced at the time of Interview.

6. The Processing of Application will take 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 \_\_\_\_\_.

\_\_\_\_\_  
**Signature 'In-charge Staff Recruitment'**