



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. 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
a) <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	%
b) <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	%
c) Any other Qualification					%
d) Have you done Computer course, if yes, mention the name of the course and its duration.			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	Designation	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 _____	1) _____	1) _____ Years _____ Months	1) _____
	2) From _____ to _____	2) _____	2) _____ Years _____ Months	2) _____
	3) From _____ to _____	3) _____	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	<input type="checkbox"/>

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'