

D.A.V. PUBLIC SCHOOL

SECTOR 39-D, CHANDIGARH

Application Form for the post of Administrative staff

Ref. No. _____

Post Applied for:

Administrative Officer _____	Cashier/Fee clerk _____
Stenographer-cum-Computer Typist _____	Accountant _____
Transport Supervisor _____	Front Office In charge _____

PERSONAL DATA

Name _____

Address _____

Telephone/ Mobile _____ Email ID _____

Date of Birth _____ Age _____

Married/Unmarried _____

Husband's Name _____

His Profession _____

Number of Children _____

Age of Children _____

Affix Recent passport size
photograph

EDUCATION QUALIFICATIONS (RESUME OF Qualifications)

Degree	Year	Subjects	University/college	%Marks secured	Division	If done by Correspondence or Regular
M.A/M.COM/M.SC						
B.A/B.COM/B.SC						
Diploma						
+2						
Matric						
P.E.C						
Any other						

HONOURS AND AWARDS (List Most Recent First)

1. _____
2. _____
3. _____

SPECIAL SKILLS (State your strengths)

1. _____
2. _____
3. _____

HOBIES

1. _____
2. _____
3. _____

WORK EXPERIENCE (List Most Recent First)

SCHOOL/COLLEGE/UNIVERSITY/COMPANY

Duration in years

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

Last Salary Drawn _____

Special contribution you made at your previous Institution

Reason for leaving previous Institution

Spoken English	Excellent	_____	Very Good	_____	Good	_____
Written English	Excellent	_____	Very Good	_____	Good	_____

Any thing you wish to add

I certify that the information given above is correct

Applicant's Signature

For office use only

1. Marks obtained in written test _____
2. Remarks of Principal _____

3. Remarks of Selection Committee _____

Note :1 Please do not attach original or Xeroxed copies of certificates.

2. Only the suitable candidate will be informed the date of interview.
3. Bring all original certificates at the time of interview.
4. Please attach two self addressed stamped envelopes with this form.