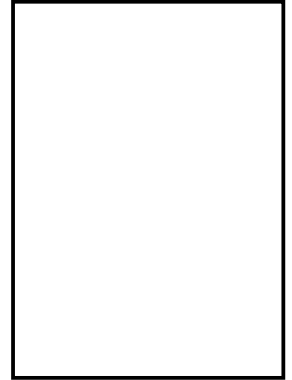


Doon International School

KUPWARA

STAFF APPLICATION FORM

(Please fill in your own handwriting)



1. POST APPLIED FOR _____
2. General Information _____
 - a. Name _____
 - b. Father's/ Husband's Name _____
 - c. Address of Communication _____
 - d. Contact Details: Tel. No. (Resi.) _____ Mobile _____
E-mail ID: _____
 - e. Date of Birth _____ Marital Status _____ Nationality _____
3. Spouse's Name: _____ Educational Qualification _____
4. Detail of Children:
No. of children _____ Son(s) _____ Age _____ Daughter(s) _____ Age _____
School/College(if Studying) _____
5. Give two reference of permanent residents of Kupwara and having their own house in the city
 - a. Name _____ Designation _____
Address with Phone/ Mobile No. _____
How do you know the person and since how long? _____

 - b. Name _____ Designation _____
Address with Phone/ Mobile No. _____
How do you know the person and since how long? _____

6. Academic/ Professional Qualification : (Examination from Secondary onwards):

Examination Passed	Year of Passing	Subjects, Division with % of marks	School/ College, University	Regular/ Correspondence
Secondary				
Senior Secondary				
Graduation				
Post Graduation				
NTT/B.Ed./ M.Ed.				
M.Phil/ Ph.D.				
Any other				

7. Teaching Experience (In Recognized Schools):

S. No.	Name & Address of the Institution	Designation	Period		Classes/ Subjects Taught
			From	To	
1.					
2.					
3.					
4.					
5.					

8. Details of Administrative Experience (if any) (As Class Co-ordinator, Activity Co-ordinator, Examination Deptt. Head, CCE, Co-ordinator, Bursar etc.)

Name of the School/ Board	Responsibilities Held	For Classes	No. of Years

(Please attach self attested Photocopies of the testimonials & experiences)

9. TOTAL WORK EXPERIENCE (in Years): Teaching _____ Administration _____

In any other filed _____

10. Publications, Presentation of Papers at State, National and/ or International Conferences/ Seminars, if any, kindly give details

Presentation of Paper/ Publications/ Seminar/ Workshop/ Insert Course	Duration	Dates	Description

11. Present Post (Confirmed/ Probation/ Temporary) _____

12. Present Salary/ Pay Band and Grade Pay _____

13. Salary Expected _____

14. Your Strengths (1) _____

(2) _____

15. 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. _____

16. Activities: _____

a. Name of Sports/ Games you play regularly (Indicate the level of participation)

b. Please list out your hobbies/ interests:

17. If selected, how much time would you need to join? _____

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

19. Are you techno-savvy/ computer literate (Give Details): Yes/ No

20. Have you applied for any post in this school before: Yes/ No

DECLARATION

I hereby certify that all statements made and information given by me in the 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)

NOTE: 1. Copies of certificates of degrees, testimonials and a passport size photograph etc. should be attached with application (attested by the applicant herself/ himself). Originals must be produced at the time of joining.

2. Applicant called for interview to come at his/ her own expense.

FOR OFFICE USE ONLY

Interviewed on _____ Interviewed by: Chairman/ Director/ Principal

Remarks:

Pay Band/ Salary Proposed Date of Joining

PRINCIPAL

CHAIRMAN/ MANAGER