

Venkateshwar International School

Sector 10, Dwarka, New Delhi-110075



Application Form For Recruitment

(To be filled in the candidate's own handwriting)

Affix a recent passport size coloured photograph

S.No _____

1. Post applied for : _____
(as per the advertisement)
2. Name of the applicant : Miss/Mrs/Mr _____
3. Date of birth : _____
4. Age : _____ years _____ months
5. Residential Address : _____

6. Telephone No. : _____ Cell phone no. _____
7. E-mail address : _____
8. Marital status (tick mark) : unmarried /married /widow /divorced /separated
9. Nationality : _____ Religion _____
10. a) Name of father / spouse : _____
b) Occupation and designation : _____
c) Complete office address : _____

d) Telephone number : _____
e) Cell phone number : _____

11. Details of other family members (children, dependents etc.)

	Name	Relationship	Age	studying/ retired
a)				
b)				
c)				

12. Fluency in languages
 - a) Spoken : _____
 - b) Written : _____

13. Particulars of travel abroad, if any, stating the purpose of visit.

14. Academic and Professional Qualifications in chronological order from Matriculation Level onwards.

Class/ Degree	Name of the Institution	Board/ Univ.	Year of Passing	Subjects Studied	Percentage of marks
X					
XII					
B.A./B.Sc./ B.Com					
M.A./M.Sc./ M.Com					
B.Ed					
Any other					

15. Details of Teaching Experience /Employment

S.No	Name of the Institution	Govt. Recognized or not	Post held	Period of service		Classes taught	Subjects taught	Reasons for leaving
				from	to			

16. Total teaching experience : _____ years _____ months

17. Last salary drawn : Basic _____
Allowances _____
Total _____

18. State the subjects and classes which you prefer to teach _____

19. Give details of your administrative experience or any responsibility /duty executed as Incharge.

20. Give details of Seminars /Workshop attended by you in the last three years.

21. Which SUPW can you teach the students (encircle the same)
a) Electronics, Gardening, Book Keeping, Wood-craft, Clay-modelling, Photography, Home Science, Batik, Tie and Dye, Pottery, Commercial Art, Painting, Yoga, Embroidery, Computer Science, School Band, Nursing, Handicrafts, First Aid, N.C.C, Scouts and Guides, Aero-modelling, Macrame, Dance, Vocal Music, Instrumental Music, Graphic Designing etc.

Any other _____

b) Have you won any certificates / taken training in above activities? Give details.

22. In which literary activities can you guide the students? (Encircle the same)
Quiz, Recitation, Debates, Declamation, Elocution, Creative writing, School Magazine, Newsletter, Compering.

Any other _____

23. Are you interested in Games and sports? Which games/sports have you participated in actively and at what level? (School /College /Zonal /Interzonal /State /National)

24. Details of any paper /article /book published

25. Give details of participation in Clubs /Committee /Association /Organization where you have served earlier.

26. State any other qualification /hobbies /skills /abilities /experience that may be of value to the school, and not covered in this form.

27. Are you computer literate? _____
Furnish details of any courses attended _____

28. Give the name, designation and complete address and Tel. No. of two references (not relatives) from whom confidential reports about your work, character and personality may be obtained. At least one of them must be the Head of Dept. / Head of the Institution in which you have worked.

References

1. Name	: _____	2. Name	: _____
Designation	: _____	Designation	: _____
Address	: _____	Address	: _____
	_____		_____
	_____		_____
Tel No.	: _____	Tel No.	: _____

29. State your salary expectation for the post applied for: _____

30. If selected, state the exact period after which you can join: _____

I hereby declare that all entries stated above are true in every detail

Date: _____

Signature: _____

Note: 1. Only shortlisted candidates will be called for the interview.

2. The management reserves the right to select or reject your application for the post applied for without assigning any reason.

3. You may attach an additional sheet, if required, if space is inadequate.