

# ARMY PUBLIC SCHOOL, UNCHI BASSI

P O: Lamin, Teh : Dasuya , Distt : Hoshiarpur (Pb)

Ph: 01883-253200, 322250

## APPLICATION FORM

### ADM/NON TEACHING

Please  
paste recent  
passport  
size colour  
photograph.

**STAFF POST APPLIED FOR:.....**

1. **PERSONAL DATA :**

- (a) Name in full (Block letters) : \_\_\_\_\_
- (b) Son/Daughter/Spouse of : \_\_\_\_\_
- (c) Date of Birth : \_\_\_\_\_
- (d) Nationality : \_\_\_\_\_
- (e) Religion : \_\_\_\_\_
- (f) State : \_\_\_\_\_
- (g) Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (h) Contact Details :-  
Landline No (with STD Code) : \_\_\_\_\_  
Mob No : \_\_\_\_\_
- (j) Email ID : \_\_\_\_\_

2. **PRESENT OCCUPATION.**

- (a) Designation of Post : \_\_\_\_\_
- (b) Name and Address of Institution/Organization. : \_\_\_\_\_
- (c) Notice Period Required : \_\_\_\_\_
- (d) Last Salary Drawn : \_\_\_\_\_

3. **PERSONAL DETAILS.**

- (a) Marital status : Single/Married/Widowed
- (b) Name & occupation of Father/Spouse : \_\_\_\_\_  
\_\_\_\_\_
- (c) No of children with age and sex (i) \_\_\_\_\_  
(ii) \_\_\_\_\_

4. **EDUCATIONAL QUALIFICATIONS** . Give particulars of all exams from matriculation onwards (You may attach a separate sheet if necessary) :-

Examination	Name of Board/ University	Year of Passing	Subjects Taken	Percentage (%age)

5. Languages you can read, write and speak fluently:

(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_

6. Any books/articles written ? Give details : \_\_\_\_\_

7. **EXPERIENCE**. Fill the particulars in chronological order starting with your first appointment. If necessary, attach a separate sheet :-

Name of Organization / Institute	Appointment	Period		No of Years/Months
		From	To	

8. **APTITUDE**.

(a) Interest in cultural activities/games : \_\_\_\_\_

(b) Hobbies : \_\_\_\_\_

\_\_\_\_\_.

9. **HEALTH.** Medical, Disability/Specific Ailment (if any) : \_\_\_\_\_

\_\_\_\_\_

10. Specify Achievements in Sports: \_\_\_\_\_

\_\_\_\_\_

11. **COMPUTER KNOWLEDGE.**

(a) Have you done any degree/diploma in computer ? Give details: \_\_\_\_\_

\_\_\_\_\_

(b) Any experience in Hardware or Networking : \_\_\_\_\_

\_\_\_\_\_

(c) Do you know basic computer (Knowledge of MS Office, MS Excel, MS Power Point) ?

\_\_\_\_\_

(d) Basic Knowledge of accountancy? : \_\_\_\_\_

12. **Other Activities.**

(a) Membership and office professional associations : \_\_\_\_\_

\_\_\_\_\_

(b) Please indicate personal characteristics, interests and aspirations you have, which will be valuable to this institution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Give name of two references (Not related to the applicant): -

(a) Name: \_\_\_\_\_ (b) Name: \_\_\_\_\_

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

Mobile No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

14. If appointed: -

(a) I agree to abide by the AWES Rules and Regulations for Army Public Schools.

(b) I undertake to serve the school till the end of the academic session.

(c) I solemnly state that all the particulars/statements above are true to the best of my knowledge and belief.

Date .....

.....  
(Signature of applicant)

**RECEIPT (For office use only)**

Receipt No.....

Date:.....

Received application form with thanks from..... for the post of  
..... without fee /alongwith fee of Rs 100/-. Please note that only  
shortlisted candidates will be called for interview.

Signature of the receiving official