

ARMY PUBLIC SCHOOL KAPURTHALA
APPLICATION FOR ADM / NON TEACHING STAFF

Post applied for _____

Please read the instructions on Page 3 before filling the application.

**Please paste recent
passport size colour
photograph.**

Do not staple.

1. PERSONAL DATA

- (a) Name in full (Block letters) : _____
- (b) Son/Daughter/wife of : _____
- (c) Date of Birth : _____
- (d) Nationality : _____
- (e) Religion : _____
- (f) State : _____
- (g) Address : _____

- (h) Contact Details :-
- Landline No(with STD Code) : _____
- Mob No : _____
- Email ID : _____
- Whatsapp No : _____

2. PRESENT / PREVIOUS OCCUPATION

- (a) Designation of Post : _____
- (b) Name and Address of Institution/Organization : _____
- (c) Designation & Contact Number of superior In charge : _____
- (d) Period of notice you will have to give, if selected? : _____
- (e) What salary are you drawing? : _____

3. PERSONAL DETAILS

(a) Martial status _____ Single/ Married/ Widowed

(b) If married/widowed : _____

Name & occupation of spouse : _____

No of children with age and sex : _____

: _____

: _____

4. EDUCATIONAL RECORDS : School, College Or University

Give details of all exams starting from matriculation onwards.

| Examination | Name of University/ Board/ Institute | Year of Passing | Subjects Taken | Percentage (%) |
|-------------|---|--------------------|----------------|-------------------|
| | | | | |
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| | | | | |
| | | | | |

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 appointment.
(if there is not enough space attach a separate sheet).

| Name of organisation / Institute | Appointment | Period | | No of Years |
|-------------------------------------|-------------|--------|----|-------------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

8. APTITUDE:

(a) Interest in cultural activities / Games: _____

(b) Hobbies: _____

9. HEALTH: Medical, Disability/Specific Ailment (if any): _____

10. Specify achievement in sports: _____

11. COMPUTER KNOWLEDGE (Separate sheet can be att.)

(a) Have you done any degree/diploma in computer give details: _____

(b) Any experience on Hardware / Networking. _____

(c) Do you know basic computer (Knowledge of MS Office (Excel, Word & Power-point), Internet applications, if yes give details: _____

(d) Basic knowledge of accountancy: _____

12. OTHER ACTIVITES

(a) Membership and office in professional association: _____

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

13. Give names of two references (Not related to the applicant)

(a) Name: _____ (b) Name _____

Address _____ Address: _____

Mobile Number: _____ Mobile Number: _____

AGREEMENT

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 Academic Session.

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

Date (Signature of applicant)

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.
2. All details at Ser 1 (Personal data) are mandatory. Fill up in Block letters.
3. Send by post / by hand. No applications will be accepted via e-mail.
4. Send DD for Rs 250/- in favour of Army Public School Kapurthala payable at Kapurthala.