

**G D Goenka**  
PUBLIC SCHOOL

[www.gdgoenkarohinisector9.com](http://www.gdgoenkarohinisector9.com)



# Application Form JOB

Address: Rohini Sector- 9 (Near Japanese Park), New Delhi- 110085. Tel No: 011-27863409 Email: [gdgoenkarohinisector9@gmail.com](mailto:gdgoenkarohinisector9@gmail.com)

**Important: Please answer all questions and print the Information clearly in BOLD, using black or blue BALL POINT pen.**

APPLICATION FOR THE POST OF

Date



Please affix latest Passport size photograph in colour

**Note:**

1. Only certified copies of Degrees/ Certificates/ Testimonials should be sent with this Application Form. Originals must be produced at the time of interview only.
2. Applicants called for the interview shall bear their own travelling expenses unless otherwise agreed in advance.
3. Application should be delivered personally at the School office or sent by Registered Post.

Please paste photograph. DO NOT STAPLE

### PERSONAL DATA OF CANDIDATE

Surname  First Name  Middle Name

Date of Birth  Years  Months  Days

Sex: Female  Male  Nationality  Marital Status: Married  Unmarried  Widow(er)  Separated

Address  City  Pin Code  Country

Home Tele#  Mob#  Fax#  Email

Father's/ Husband's Name  Occupation

Number of Children:	Age	Sex	Grade/Class and School in which studying
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Major illness(es) *past or present*  Physical handicap/ disability *if any*

Personal Habits: Do you Smoke? Yes  No  Do you Drink? Yes  No

Have you ever been convicted of any criminal offence? If so, give details

Present Pay/ last salary drawn Basic Pay  Scale  Allowances  Total

## ACADEMIC QUALIFICATIONS

### SENIOR SECONDARY/ A LEVEL OR EQUIVALENT (PLEASE SPECIFY)

Examination	Board	Subjects	Year	Level	Grade/ Percentage	School

### UNIVERSITY OR COLLEGE

Degree Passed	Subjects	Year	Division	% if applicable	University/ College

### EDUCATIONAL DEGREE/ DIPLOMA/ CERTIFICATE

Degree Passed	Subjects	Year	Division	% if applicable	University/ College

### TEACHING EXPERIENCE

School	Subjects taught	Grades/ Classes	Curriculum	From d/m/y to d/m/y	Total	Reason for Leaving

## PROFESSIONAL TRAINING AND EXPERIENCE (FOR NON-TEACHING POSTS)

### TRAINING

Name of the Institution	Course attended	From d/m/y to d/m/y	Total	Shorthand/ Typing speed/ Grade

### EXPERIENCE

Name of Organisation	Nature of work	From d/m/y to d/m/y	Total	Reason for leaving

List games you play

Special Distinctions achieved

Name literary or cultural activities in which interested. Mention any distinctions achieved.

Mention whether "Captain"/"Secretary"/"President" of a Team/ Club/ Society. Give names of School/ Colleges where these positions held.

Any other special particulars/ achievements

## REFERENCES Note: References must be able to comment on your professional performances and/or academic achievements

Name  Designation  Telephone

Address  City/ State  Pin Code

Name  Designation  Telephone

Address  City/ State  Pin Code

How much notice required for joining

Minimum salary acceptable

Have you ever applied for any post in any G. D. Goenka School earlier? If so, when?

I hereby certify that the particulars furnished above are correct to the best of my knowledge and belief. I have not concealed any information likely to impair my fitness for employment. If it is revealed later that I have given false details or concealed material information, my services are liable to summary termination without any notice or compensation.

If selected, I shall produce:

- Medical Certificate from a recognised Hospital/ Clinic/ Registered Medical Practitioner (indicating, in the case of ladies, if they are pregnant)
- Experience certificate from my last employer duly counter signed by the Zonal Educational Officer or the competent authority.

Date  Place

Signature of Applicant

FOR OFFICE USE ONLY

Call for interview on