



# D.A.V. PUBLIC SCHOOL

19, Sitaram Nagar, Velachery – Tambaram Road, Chennai – 600 042  
(Affiliated to Central Board of Secondary Education, New Delhi)  
(Under Control of D.A.V. College Trust and Management Society, New Delhi)

Paste your latest  
Passport Size  
Photo

## APPLICATION FOR NON TEACHING STAFF    Date: \_\_\_\_\_

**NOTE:** 1. Candidate must paste the Photo and fill all fields as applicable to him / her.  
2. Application without Photo and Incomplete Information will be rejected.

1. NAME (Capital Letters) : Mr./Ms. \_\_\_\_\_  Male  Female

2. Date of Birth       Age   Years  Unmarried  Married  
Date                      Month                      Year

3. POST APPLIED FOR: \_\_\_\_\_ Mother Tongue: \_\_\_\_\_

4. Distance from your Residence to D.A.V. Public School : \_\_\_\_\_ Kms.

5. Total Experience till date : \_\_\_\_\_ Years \_\_\_\_\_ Months  No Experience

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

Permanent Address (Address of Native Place)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Pin :

Pin :

Mobile : \_\_\_\_\_

Contact Person at Native Place: \_\_\_\_\_

e-mail id: \_\_\_\_\_

Relationship with Candidate : \_\_\_\_\_

Mobile: \_\_\_\_\_

Name of your Child _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Class: _____ <input type="checkbox"/> Infant, Age _____	Name of School / College: _____
Name of your Child _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Class: _____ <input type="checkbox"/> Infant, Age _____	Name of School / College: _____

Particulars of Employment of Father  / Husband

Particulars of Employment of Son  / Daughter

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name of the Organisation : \_\_\_\_\_

Name of the Organisation : \_\_\_\_\_

Designation : \_\_\_\_\_

Designation : \_\_\_\_\_

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

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

Pin: \_\_\_\_\_

Pin: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

e-mail id: \_\_\_\_\_

e-mail id: \_\_\_\_\_

6) Educational Qualifications	Year of Passing	Regular / Correspondence	Full Name of College / Institute & City	Subjects Studied	Percentage
a) <u>Post Graduation -1</u> <input type="checkbox"/> M.A. <input type="checkbox"/> M.Sc. <input type="checkbox"/> M.Com. <input type="checkbox"/> M. Phil. <input type="checkbox"/> M.C.A. <input type="checkbox"/> M.F.A. <input type="checkbox"/> M.P.Ed. Any other _____			College : _____ City: _____ University: _____	Major  Ancillary	%
<u>Post Graduation -2 (if applicable)</u> <input type="checkbox"/> M.A. <input type="checkbox"/> M.Sc. <input type="checkbox"/> M.Com. <input type="checkbox"/> M. Phil. <input type="checkbox"/> M.C.A. <input type="checkbox"/> M.F.A. <input type="checkbox"/> M.P.Ed. Any other : _____			College : _____ City: _____ University: _____	Major  Ancillary	%
b) <u>Graduation</u> <input type="checkbox"/> B.A. <input type="checkbox"/> B.Sc. <input type="checkbox"/> B.F.A. <input type="checkbox"/> B.P. Ed. <input type="checkbox"/> B.C.A <input type="checkbox"/> B.Com. Any other _____			College : _____ City: _____ University: _____	Major  Ancillary	%
c) <b>Any other Qualification</b>					%
d) Have you done <b>Computer</b> course, if yes, mention the name of the course and its duration.			Institute: _____ City: _____ Duration: _____		

### 7. School Education

	Name of the School & City	Year of Passing	Subjects	Board	Medium of Instruction	Second Language	% Scored
Std. XII	City: _____						%
Std. X	City: _____						%

### **8. Language Known:**

To write                    1. \_\_\_\_\_                    2. \_\_\_\_\_                    3. \_\_\_\_\_                    4. \_\_\_\_\_

To speak fluently    1. \_\_\_\_\_                    2. \_\_\_\_\_                    3. \_\_\_\_\_                    4. \_\_\_\_\_

9. Total Work Experience till date : \_\_\_\_\_ Years \_\_\_\_\_ Months

10. Working Experience: Write from Latest to first employment

Name of the School / Institution	Designation	Date & Year of Joining	Date & Year of Leaving	Period of service		Status of Employment (Temporary / Confirmed)	Reason for leaving
				Year	Months		
i) City:							
ii) City:							
iii) City:							
iv) City:							

11. Are you currently employed?  Yes  No if yes, please give particulars of present job below.

City:							
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	<u>Year</u>	<u>Year</u>	<u>Period of gap in service</u>	<u>Reason for Gap in service</u>
12. Period of gap in service (if applicable)	1) From _____ to _____	2) From _____ to _____	1) _____ Years _____ Months	1) _____
	2) From _____ to _____	3) From _____ to _____	2) _____ Years _____ Months	2) _____
	3) From _____ to _____		3) _____ Years _____ Months	3) _____

13. Latest Salary Drawn Rs.: \_\_\_\_\_ Expected Salary Rs. : \_\_\_\_\_

14. Reference of previous employer or an Academician from whom we can take a feedback about you.

a) Name of the person Mr. / Ms. _____	b) Name of the person Mr. / Ms. _____
Name of the Organisation : _____	Name of the Organisation : _____
Designation : _____	Designation : _____
Office Address : _____	Office Address : _____
_____ City _____ Pin: _____	_____ City _____ Pin: _____
☎ Office: _____ Extn. _____	☎ Office: _____ Extn. _____
Mobile Number: _____	Mobile Number _____
E-Mail ID _____	E-Mail ID _____

**15. Give 'ONE PAGE' write up about your Professional Competence and Skills.**

Certified that the particulars given in the application are true to the best of my knowledge.

Date:

Signature:

**VERY IMPORTANT PAGE TO PROCESS YOUR APPLICATION**

1. **Application along with Self- Attested copies of Degree / Testimonials should be submitted in School to enable us to process your application.**

2. **The application and the enclosed Testimonials / Certificates are not returnable.**

3. **Check List for enclosures ( as applicable ) PLEASE DO NOT SEND ORIGINAL DOCUMENTS.**

	Verified by School		Verified by School
1) Std. X	<input type="checkbox"/>	5) Tally / Computer Course/ Any Other	<input type="checkbox"/>
2) Std. XII	<input type="checkbox"/>	6) Experience Certificates	<input type="checkbox"/>
3) U.G. Degree Certificate	<input type="checkbox"/>	7) Last Salary Slip	<input type="checkbox"/>
4) P.G. Degree Certificate	<input type="checkbox"/>	8) Copy of Aadhar Card	<input type="checkbox"/>

4. E-mail / SMS to appear for Interview will be sent only to the 'Short Listed Candidates'.

5. The 'Original Certificates' and Testimonials should be produced at the time of Interview.

6. The Processing of Application will take atleast a Month's time.

**FOR OFFICE USE:**

- 1)  Photograph is Pasted
- 2)  All Fields are filled as applicable to candidate
- 3)  Some fields are **not filled** and hence application is '**Incomplete**'.
- 4)  All enclosures are available.
- 5)  All enclosures are NOT available.
- 6)  **APPLICATION TO BE CONSIDERED**       **NOT TO BE CONSIDERED**
- 7)  Candidate shortlisted for Interview.  
 Candidate not shortlisted for Interview.
- 8)  Candidate appeared for Interview on \_\_\_\_\_.  
 Candidate did not appear for Interview on \_\_\_\_\_.
- 9)  **Selected**                       **Not Selected**

\_\_\_\_\_  
Signature 'In-charge Staff Recruitment'