

# PART A - RESUME

## Personal Information

Ms/Mr./Dr. \_\_\_\_\_  
Name in BLOCK letters



Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(dd/mm/yy)

In Words

Age \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
year months days

Contact Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

E-mail \_\_\_\_\_ Mob. : \_\_\_\_\_

Place of Birth \_\_\_\_\_ State \_\_\_\_\_ Nationality \_\_\_\_\_

Marital Status  Single  Married  Divorced  Separated

Height \_\_\_\_\_ Weight \_\_\_\_\_

Children	Name	Sex	School	Age
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

## Name & Occupation

Father \_\_\_\_\_ Occupation \_\_\_\_\_

Mother \_\_\_\_\_ Occupation \_\_\_\_\_

Spouse \_\_\_\_\_ Occupation \_\_\_\_\_

## Office Address & Telephone Nos.

Father \_\_\_\_\_ Tel \_\_\_\_\_

Mother \_\_\_\_\_ Tel \_\_\_\_\_

Spouse \_\_\_\_\_ Tel \_\_\_\_\_

## Academic and Professional Qualifications

Qualification	Discipline/Subject	School/College	Board/University	Year of Passing	%age of Marks	Division
High School						
Inter/+2						
Graduation						
Post Graduation						
B.Ed.						
MMI/NTT						
Any Other						

## Details

Scholarship / Awards / Honors

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Research Work / Publication

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Co-curricular Activities

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Sports / Games / Outdoor Activities

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Proficiency in Language  
(Write Mother Tongue at # 1)

Language

Read

Write

Speak

1. \_\_\_\_\_




2. \_\_\_\_\_




3. \_\_\_\_\_




Proficiency in Computer

Are you trained in Computer Skills ?

Yes

No

Tick the below listed office skills you consider yourself well equipped with :

MS Excel  MS Word  MS Office  Power Point  MS Access  Other Skills

## Interests

Indicate the area of your interests, in order of preference from the ones enlisted below :

### Academics

### Co-curricular Activities

### Sports Activities

Accountancy Ancient Civilization Anthropology Art/History Banking Business	Advertising Archaeology Art Galleries Clay Modeling Dance Dramatics	Athletics Badminton Basket Carrom Chess Cricket
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Administration Management Computer Science Economics Environmental Studies International Relations	Film/TV/Journalism Fine Arts Interior Designing International Organization Literacy Activities Museums	Darts Football Gymnastics Handball Hockey Judo
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Languages Literature Mathematical Science Natural Science Physical/Applied Science Social Science	Music NCC/Scouts/Guides Philately Photography Physical Fitness Red Cross	Karate Lawn Tennis Skating Tennis Volley Ball
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1. \_\_\_\_\_

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

## Work Experience

Name of Institution	From	To	Position Held	Subjects and Class taught
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Total Experience

Teaching

Administration

\_\_\_\_\_

(In Years)

Another  
(Please Specify)

## Particulars of Previous Job

\_\_\_\_\_

Name and full address of Present/Last organization

\_\_\_\_\_

Contact Numbers

\_\_\_\_\_

Previous/Present Designation

\_\_\_\_\_

Date of Joining

\_\_\_\_\_

Place of Posting

\_\_\_\_\_

Total Emolument

\_\_\_\_\_

Basic

\_\_\_\_\_

Allowance

\_\_\_\_\_

Other Benefits

Were you bound by any service/contract (if yes, give details)

\_\_\_\_\_

\_\_\_\_\_

Are there any legal cases pending against you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PART B - GETTING TO KNOW YOU

Describe yourself as a person. What are your strengths and weakness ?

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Given a chance what you like to work upon - your strengths or weakness ?

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Describe briefly how your achievements (as already explained by you) have made you a better person.

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Have you ever adopted a non-traditional approach to manage or handle a situation (child related) ? Describe your approach & the outcome

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Briefly tell us about any one situation or event wherein your potential as a teacher has been exhibited

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Five years down the line you see yourself as

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You idolize people who

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You as a child, a teenager, an adult

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## Undertaking

I, \_\_\_\_\_ hereby solemnly declare that the information/details furnished by me in the above form are factually correct and to the best of my knowledge. I also declare that I enjoy good and sound health as endorsed in the Medical Fitness Certificate being submitted by me.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Instructions

1. You are requested to fill in this application form in your hand writing.
2. Do not attach any certificate with the application form.
3. Submission of any false information will make you liable for summary rejection at the time of interview, or if appointed, termination without notice
4. In the column for academic information, please fill in only recognized and completed qualifications.

**For office use only**

**Preliminary Screening**

Date \_\_\_\_\_

Interviewer by \_\_\_\_\_

Selected

Not Selected

Signed by \_\_\_\_\_

**Demo**

Date \_\_\_\_\_

Conducted by \_\_\_\_\_

Selected

Not Selected

Signed by \_\_\_\_\_

**Final Interview**

Date \_\_\_\_\_

Conducted by \_\_\_\_\_

Selected

Not Selected

Signed by \_\_\_\_\_

**Remarks by :**

**Final Recommendation by :**

May join with effect from \_\_\_\_\_

Grade \_\_\_\_\_ Salary \_\_\_\_\_ Designation \_\_\_\_\_

Location selected for  Shalom Hills Sushant Lok  Shalom Hills International School  
 Shalom Hills Nirvana  Shalom Presidency School

Approved by \_\_\_\_\_ Head of School \_\_\_\_\_

# Checking of Certificates

(to be tick marked)

## Certificates

School leaving (verify DOB)

Intermediate/+2

Graduation

Experience Certificate

B. Ed.

Post Graduation Experience Certificate(s)

Any other

Blood Group

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Signature and stamp of checking authority

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Date