

Kindly read the following instructions carefully before downloading the form:

- Only those candidates who have sent in their details in the **Prescribed Application Form** shall be considered for the post.
- Resume's or CV's sent otherwise shall not be considered.
- Photograph has to be pasted and not stapled.
- Fill the details clearly in block letters.
- Under experience (Teaching / Non Teaching) fill in last 3 years experience, starting with the current / last job details.
- Do not attach any Certificates (qualification / experience) or CV / Resume along with the form.

Scroll down for Application Form...



JOB

www.gdgoenka-gurgaon.com

Name

Post applied for



Application Form

G.D. GOENKA PUBLIC SCHOOL

Block-A, 'Vipul World', Sector - 48, Gurgaon-122001, Haryana • Epabx-M.: +91-9818800801 | 9818900901 | 8826293374 | 8826293375

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. Copies of Degrees/ Certificates/ Testimonials should NOT be sent with this Application Form.
2. Applicants called for interview will have to 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/ Courier.

Please paste photograph.
DO NOT STAPLE

PERSONAL DATA OF CANDIDATE

Surname First Name Middle Name

Date of Birth Years Months Days Place of Birth

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

Address City Pin Code Country

Home Tele# Mob# Email

Father's/ Husband's Name Occupation

Address City PinCode Country

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

GRADUATION / POST GRADUATION

Degree Passed	Subjects	Year	Division	% of marks obtained	University/ College

EDUCATIONAL DEGREE/ DIPLOMA/ CERTIFICATE (B.Ed/NTT etc.)

Degree Passed	Subjects	Year	Division	% of marks obtained	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.

State 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(not related to you) 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/incorrect details or concealed material information, my services are liable to summary termination without any notice or compensation.

If selected, I shall produce:

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

Date Place

Signature of Applicant

FOR OFFICE USE ONLY

Call for interview on