

PART A - RESUME

Personal Information

Ms/Mr./Dr. _____

Name in BLOCK letters

Paste a passport
size Color
photograph here

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
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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

Research Work / Publication

Co-curricular Activities

Sports / Games / Outdoor Activities

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
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
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

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 ?

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

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

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

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

Five years down the line you see yourself as

You idolize people who

You as a child, a teenager, an adult

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)	<input type="checkbox"/>
Intermediate/+2	<input type="checkbox"/>
Graduation	<input type="checkbox"/>
Experience Certificate	<input type="checkbox"/>
B. Ed.	<input type="checkbox"/>
Post Graduation Experience Certificate(s)	<input type="checkbox"/>
Any other	<input type="checkbox"/>
Blood Group	<input type="checkbox"/>

Signature and stamp of checking authority

Date