



ARMY PUBLIC SCHOOL, FARIDKOT CANTT

C/o HQ 16 Arty Bde, C/o 56 APO

Ph : 01639-292379

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APPLICATION FORM : ADM/NON TEACHING

STAFF POST APPLIED FOR: _____

1. **Personal Data.**

- (a) Name in full (Block letters) : _____
(b) Son/Daughter/Spouse of : _____
(c) Date of Birth : _____
(d) Nationality : _____
(e) Religion : _____
(f) State : _____
(g) Address : _____

(h) Contact Details : _____

2. **Present Occupation.**

- (a) Designation of Post : _____
(b) Name and Address of Institution/Organization. : _____
(c) Notice Period Required : _____
(d) Last Salary Drawn : _____

3. **Personal Details.**

- (a) Marital status : Single/Married/Widowed
(b) Name & occupation of Father/Spouse : _____
(c) No of children with age and sex : (i) _____
(ii) _____

4. **Educational Qualifications** . Give particulars of all exams from Matriculation onwards
(You may attach a separate sheet if necessary) :-

Examination	Name of Board/ University	Year of Passing	Subjects Taken	Percentage (%age)

5. Languages you can read write and speak fluently :

- (a) _____ (b) _____ (c) _____

6. Any books/articles written? Give details : _____

7. **Experience.** Fill the particulars in chronological order starting with your first appointment. If necessary, attach a separate sheet :-

Name of Organization / Institute	Appointment	Period		No of years/months
		From	To	

8. **Aptitude.**

(a) Interest in Cultural activities/Games : _____

(b) Hobbies : _____

9. **Health.** Medical, Disability/Specific Ailment (if any) : _____

10. Specify Achievements in Sports : _____

11. **Computer Knowledge.**

(a) Have you done any degree/diploma in computer ? Give details : _____

(b) Any experience in Hard Ware or Networking : _____

(c) Do you know basic computer (Knowledge of MS Office, MS Excel, MS Power Point) ? : _____

(d) Basic Knowledge of accountancy? : _____

12. **Other Activities.**

(a) Membership and office professional Associations : _____

(b) Please indicate personal characteristics, interests and aspirations you have, which will be valuable to this institution : _____

13. Give name of two references (Not related to the applicant): -

(a) Name: _____ (b) Name: _____

Address: _____ Address: _____

Mobile No: _____ Mobile No: _____

If appointed: -

(a) I agree to abide by the AWES Rules and Regulations for Army Public Schools.

(b) I understand to serve the school till end of the Academic session.

(c) I solemnly state that all the particulars/statements above are true to be best of my knowledge and belief.

Date:

(Signature of applicant)