

Greatmen International School
(CBSE Curriculum)
Jabalpur Road, Sagar 470004 (M.P.)

APPLICATION FORM

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photograph

Application for the post of: _____

General Instructions

- ❖ You are requested to fill in this Application form neatly and submit in the office of the School Head.
- ❖ Kindly attach the attested photocopies of your certificates/testimonials.
- ❖ Submission of any false information will make you liable for summary rejection at the time of interview, or if appointed, termination without notice.
- ❖ In the column of Academic Information, please fill in only recognised and completed qualification.
- ❖ The cost of this Application Form as well as Processing Fee is Rs. 50/- and it should be submitted in the school office. Fee once paid will not be reimbursed.
- ❖ Your are not permitted to take this Application Form to your house.
- ❖ Mere Submission of this Application Form does not ensure your selection for the post applied for. Only short-listed candidates will be called for interview.
- ❖ Candidates will have to bear their own Travelling Expenses. NO TA/DA will be reimbursed by the school.

Remarks by the Principal

PERSONAL INFORMATION:

Name: (In Block Letters): Mr./Ms. _____

Date of Birth: _____ (In Words: _____)

Sex: _____ Age: _____ (Years) _____ (Months) _____ (days)

Father's/Husband's Name: _____

Contact Address: _____

Tel No: _____ Mobile No: _____

Permanent Address: _____

Tel No: _____ Mobile No: _____

Marital Status: unmarried: Married: Widow(er): Separated:

Place of Birth: _____ Nationality: _____

Father's/Husband's Occupation: _____

Number of Children: _____ Language Spoken at home: _____

S. No.	Age	Sex	Class	Name & Place of the School

Major illness (if any) in the past: _____

Foreign Travels, if any: _____

PROFICIENCY IN LANGUAGES: (Place tick mark wherever required)

S. No.	Language	Read	Write	Speak

ACADEMIC & PROFESSIONAL QUALIFICATIONS:

Examinations Passed	Subjects	Year	Total Marks	% age	Name of the School/ Collage	Board/ University
Secondary/ Matric						
10+2/ Inter.						
B.A./B.Com./ B.Sc.						
M.Phill./Ph.D.						
B.Ed./B.T.						
M.Ed.						
Any Other						

TEACHING EXPERIENCE:

Name of the School	Subject Taught	Classes	Period From	to	Total	Reason for leaving

SEMINARS/COURSES ATTENDED:

S. No.	Seminar/Course	Duration	Date	Description

PROFESSIONAL TRAINING & EXPERIENCE: *(for Administrative Posts Only)*

TRAINING:

Name of the Institution	Course Attended	Period		Total	Speed	
		From	To		Shorthand	Typing

EXPERIENCE:

Name of the Organisation	Nature of Work	Period From to	Total	Reason for leaving

Briefly mention the job responsibilities held in the previous institution:

PARTICULARS OF THE PRESENT JOB:

Name & Full Address of the Present Organisation with Contact Numbers:

Special Responsibilities held, if any:

Mention the areas where your talents & interests can help the school:

S. No.	Academics	Co-Curricular Activities	Sports Activities
1			
2			
3			
4			
5			

Total Emoluments you were availing: _____

Break up of Emoluments:

Basic: _____

Allowances: _____

Other Benefits: _____

Total Experience: (in years)

Teaching: _____

Administration: _____

Any Other: _____

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Exact period after which you can join Greatmen International School, if selected: _____

Any other special particulars/achievements that you may like to mention.
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General Query: (Getting to know you better)

What prompted you to choose teaching as your profession?

Describe yourself as a person. What are your strengths & weaknesses?

Briefly tell us of any one situation or event where your potential as a teacher has been exhibited.

How can you prove that you are a suitable candidate for the post?

Where do you visualise yourself in the coming three years?

Why do you want to work in Greatmen International School? How long do you plan to serve this school, if selected?

How well do you handle criticism?

What motivates you?

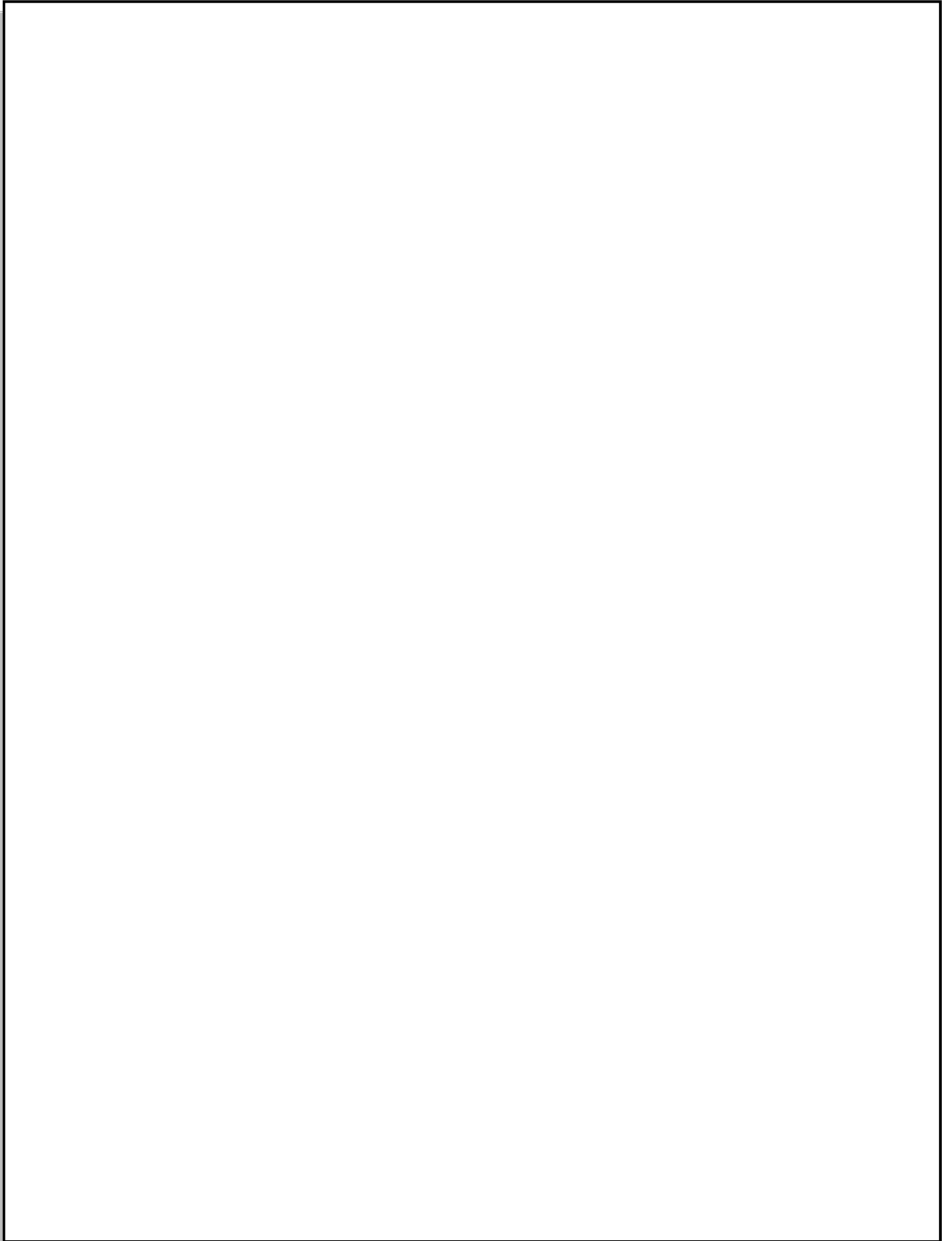
What sort of people do you find in different to work with?

What qualities an ideal teacher should have?

Personal Statement:

Please write in the space provided below an account of yourself, your experience and interest based on the following guidelines:-

Childhood experience, home life, educational and professional experiences, people who have influenced you, hobbies & future goals etc. *This is an important part of your application and must be written by you in your own handwriting.*



DECLARATION

I hereby certify that the particulars furnished above are true 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 details or concealed material information, my service shall be liable to summary termination without any notice or compensation.

Signature of Applicant

Place: _____

Date: _____

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For Office Use only

Checklist of Certificate:

School Leaving Certificate (verify D.O.B.O)	<input type="checkbox"/>
Intermediate/+2	<input type="checkbox"/>
Graduation	<input type="checkbox"/>
B.Ed.	<input type="checkbox"/>
Post Graduation	<input type="checkbox"/>
Experience Certificate:	<input type="checkbox"/>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>

Signature of Checking Authority: _____

Name of Checking Authority: _____