

# ST. THOMAS SCHOOL, SAHIBABAD

Sector- IV, Lajpat Nagar, Sahibabad, Ghaziabad- 201005 (U.P.)

Phone : 0120-2630677, 2631336

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FORM No. : \_\_\_\_\_



PHOTO

(Recent Photograph  
to be affixed)

## APPLICATION FOR EMPLOYMENT

(Please read the instructions given on the last page before filling this form )

Post Applied For	Date of Application	Reference/ Advertisement
.....	.....	.....
1. Name:		
2. Father's / Husband's Name:		
3. Age & Date of Birth	..... (Age)	
(In Figures):	D D M M Y Y Y Y	
(In Words):	.....	
4. Nationality :	Religion :	Caste :
5. Whether belongs to SC/ST/OBC : Yes/ No (If yes, Please specify & attach proof)		
6. AADHAR NO :	7. Blood Group :	8. Place of Birth :
9. Present Address:	10. Permanent Address :	
Pincode:	Pincode :	
11. Phone No. (Resi):	12. Mobile:	13. Email:
14. Father's/ Husband's Occupation : Office Address :	Email : Ph :	
15. Marital Status : Unmarried / Married/ Widowed/Divorced		
16. Details of Physical Ailments , If Any :		

17. Write Two Physical Identification Marks :

- i.
- ii.

**EDUCATION AND EXPERIENCE**

18. Languages known :

Can Read & Write .....  
Can Speak .....  
Can Understand .....

19. Qualifications (Beginning with High School/ Secondary examination).

Exam Passed			Year of Passing	School/College	Board / University	Main Subjects	Division / %
Reg.	Corres.						

20. Details of Qualifying Examination (NET/SLET/SET/CTET) :

21. Experience:

Name of the Institutions Served	From	To	Nature of Work/ Class	Subject/ Detail

22. Details of Administrative Experience, If any (Use separate sheet if space is insufficient):

23. Have you ever been part of any delegations/ consultation on Education by the Govt. Education Department or by Universities/ Boards etc.?

24. Give details of Hobbies, Games/ Co- curricular activities.

25. Details of Books/ Research Paper/ Thesis etc, If any, published by you.

26. Details of seminars (National/ International) attended by you :

**GENERAL**

27. Reasons for applying in St.Thomas School.

28. What would you do to promote Intra School Activities?

29. Are you a member of any Literary Society, Cultural Club or Social Club?

30. Are you well versed in Computers? Any certificate/ diploma to support?

31. What according to you is :

a. A Good Teacher :.....  
.....

b. A Good Student :.....  
.....

c. A Good School :.....  
.....

32. What makes you feel that you are the most appropriate/ suitable candidate for the post applied for?  
Justify by giving reasons.

33. Any other special achievement that you would like to mention.

34. Reasons, if any, for leaving the present job.

35. Salary & Allowances last drawn (*Attach Pay Slip/ Certificate*):

Basic Pay :..... Grade Pay:..... Allowances :..... Total :.....

36. Total Salary Expected :

Rs..... (Rupees.....)

37. How much Notice period is required for joining, if selected.

38. Give name, address and phone number of two references.

1.	2.
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39. Do you have any other source of income? If so, give details.

40. Do you own any property? If so, give details.

41. Do you pay Income Tax? If so, give details.

Permanent Account No. (PAN) :

Place of Assessment :

42. Have you ever been involved in any Criminal/ Civil case or Law Suit? If so, give details.

43. Are you presently under any obligation of :

(a) Any Court?

(b) Any Legal Bond?

44. Are you a member of any Civil, Professional or Political organization? If yes, give details.

*Name of Organization*

*Position/ Office held*

45. Are you related to any present employee or member of management of this Institution? If yes, give details.

46. Number and Details of Certificates/ Mark sheets attached.

**DECLARATION**

***I hereby certify that 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 details or concealed material information, my service shall be liable to termination without any notice or compensation.***

Place:.....

Date :.....

**Signature of the Applicant**

# INSTRUCTIONS

\* **Note:** (Please read the instructions given below before filling the Application Form.)

1. Self-attested copies of the Degrees/Certificates/Testimonial, Residence Proof should be attached with this Application Form.
2. Only short listed candidates will be called for the interview. No TA/DA will be paid to the applicant to appear for the interview.
3. Duly filled Application Form should be sent through Registered Post/Courier or by hand to **“The Chairman/Principal, St. Thomas School, Sector- IV, Lajpat Nagar, Sahibabad, Ghaziabad- 201005, (U.P.)”**. **Superscribe the envelope with school’s name.**
4. Particulars filled by the candidate should be in accordance with the documents submitted. In case of married female candidates, A copy of Marriage Certificate or Affidavit / Voter I-Card ( proof stating the change of Name after marriage) should be attached. Any change in Name will not be entertained in the later stage.

## FOR OFFICE USE ONLY

Form No:.....

Receipt No:.....

Date:.....

**(Authorized Signatory)**