



GURUGRAM GLOBAL HEIGHTS SCHOOL

Application Form For Recruitment
(To be filled in the candidate's own handwriting)

Affix a recent
passport size
coloured
photograph

S.N. _____

1. Post Applied for : _____
(as per the advertisement)
2. Name of the applicant : Miss/Mrs/Mr _____
3. Date of Birth : _____ years _____ months
4. Age : _____
5. Residential Addresss : _____
(Both Permanent & Current) _____
6. Telephone No. : Landline _____ Cell phone no. _____
7. E-mail Address : _____
8. Marital Status (tick mark) : unmarried/married/widow/divorced/separated
9. Nationality : _____ Religion _____
10. a) Name of father/spouse : _____
b) Occupation and designation : _____
c) Complete office address : _____
: _____
d) Telephone number (Landline) : _____
e) Cell phone number : _____

11. Details of other family members (children, dependents etc.)

	Name	Relationship	Age	Studying/retired
a)				
b)				
c)				

12. Fluency in Languages

- a) Spoken : _____
- b) Written : _____

CTET cleared Paper 1 _____

16. Total Teaching/Professional experience _____ years _____ months

17. Last drawn Salary : Basic _____
Allowances _____
Total _____

18. State the subjects and classes which you prefer to teach _____

19. Give details of your administrative experience or any responsibility/ duty executed as Incharge.

20. Give details of Seminars/ Workshops attended by you in the last three years.

21. Which SUPW can you teach to the students (encircle the same)

a) Electronics, Gardening, Book Keeping, Wood-craft, Clay-modelling, Photography, Home Science, Batik, Tie and Dye, Pottery, Commercial Art, Painting, Yoga, Embroidery, Computer Science, School Brand, Nursing, Handicrafts, First Aid, N.C.C, Scouts and guides, Aero-modelling, Macrame, Dance, Vocal Music, Instrumental Music, Graphic Designing etc.

Any other _____

b) Have you won any certificates/ taken training in above activities? Give details

22. In which literary activities can you guide the students? (encircle the same)

Quiz, Recitation, Debates, Declamation, Elocution, Creative Writing, school Magazine, Newsletter, Compering

Any other _____

23. Are you interested in Games and sports? Which games/sports have you participated in actively and at what level? (School/ College/ Zonal/ Interzonal/ State/ National)

24. Details of any paper/article/book published

25. Give details of participation in clubs/Committee/ Association/ Organization where you have served earlier.

26. State any other qualification/ hobbies/skills/abilities/experience that may be of value to the school, and not covered in this form.

27. Are you computer literate? _____

Which Software or application are you comfortable in? _____

Furnish details of any courses attended _____

28. Give the name, designation and complete address and Tel. no. of two references (not relatives) from whom confidential reports about your work, character and personality may be obtained. At least one of them must be the Head of Dept/ Head of the Institution in which you have worked.

References

1. Name : _____

Name of Organisation : _____

Designation : _____

Address : _____

Tel NO. _____

2. Name : _____

Name of Organisation : _____

Designation : _____

Address : _____

Tel. No. _____

29. State your salary expectation for the post applied for: _____

30. If selected, State the exact period after which you can join : _____

I hereby declare that all information shared above are true to the best of my knowledge, any information found untrue may result in termination of my services at any point of time

Date : _____

Signature : _____

Note : 1. Only Shortlisted candidates will be called for the demo and interview.

2. The management reserves the right to select or reject your application for the post applied for without assigning any reason.
3. You may attach an additional sheet, if required, if space is inadequate.