

ARMY PUBLIC SCHOOLS
APPLICATION FOR NON TEACHING STAFF
LDC/ Receptionist/ Adm Supervisor/ IT Supervisor/ Nursing Assistant

Application form for the post of _____

Please paste recent
 passport size colour
 photograph
Do not staple

1	PERSONAL DATA :						
	(a)	Name in full (Block letters)					
	(b)	Son/Daughter/wife of					
	(c)	Date of Birth					
	(d)	Nationality					
	(e)	State					
	(f)	Address					
	(g)	Contact Details :-					
		Landline No(with STD Code)					
		Mob No					
		Email ID					
2.	PRESENT /PREVIOUS OCCUPATION:						
	(a)	Designation of Post					
	(b)	Name and Address of Institution/Organization					
	(c)	Designation of superior In charge					
	(d)	Contact No of superior(for verification if need be)					
	(e)	Period of notice you will have to give, if selected?					
3	FAMILY LIFE						
	(a)	Marital status	Single/Married/Widowed				
	(b)	If married/widowed: Name & occupation of spouse _____	No of children with age and sex _____				
4	EDUCATIONAL RECORDS : School, College Or University						
Give details of all exams starting from Secondary School onwards							
	Examination	Marks Obtained	Percentage	Division	Year of passing	Subjects taken	Name of University/ Board/Institute
	X						
	XII						

5	Languages you can read write and speak fluently. (a)_____ (b)_____ (c)_____ (d)_____		
6	<u>EXPERIENCE:</u> Fill the particulars in chronological order starting with your appointment (if there is not enough space attach a separate sheet)		
	Experience (Exact dates to be indicated)	School/College/other institution	Designation/Post
	From	To	Total Exp in Years
	Include any other post held which are relevant to the field of Education		
7	<u>HEALTH:</u>		
	(a)	What kind of health do you keep	
	(b)	Do you need any medical treatment/assistance for the disease you are suffering from	
	(c)	Are you differently abled ? Give details	
8	<u>COMPUTER KNOWLEDGE</u> (Separate sheet can be att.)(applicable except Group D)		
	(a)	Have you done any degree/diploma in computer give details	
	(b)	Any experience on working on computer Details.	
	(c)	Do you own a personal Laptop, if yes give details	
	(d)	Your knowledge of computer hardware :	
9	Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)		
	(a)	Name:_____	(b) Name:_____
		Address:_____	Address:_____
	If appointed:- (a) I agree to abide by the AWES Rule and Regulation for Army Public Schools (b) I undertake to serve the school till the end of the final term, i.e upto the finalization of the results of the class taught or a period specified/ fixed by the management. (c) I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management. (d) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.		

Date

.....
(Signature of applicant)

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form. .
2. All details at Ser 1(Personal data) are mandatory. Fill up in Block Capitals.
3. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
4. Send by post. No applications will be accepted via e-mail.
5. DD for Rs 100 to be drawn in favour of Army Public School Kanpur