

ARMY PUBLIC SCHOOL MHOW
APPLICATION FOR HEAD CLERK / ADM SUPVR /
LDC- CUM- RECEPTIONIST

Form No. _____

Eligibility Checked _____

(To be allotted and filled by the school)

1. **PERSONAL DATA**

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

- (h) Contact Details:
Landline No(With STD Code) _____
Mob NO. _____
E mail ID _____

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Do not staple

2. **PRESENT/ PREVIOUS OCCUPATION**

- (a) Designation of Post : _____
- (b) Name and Address of : _____
Institution/Organization
- (c) Designation of Superior (for : _____
Verification if need be)
- (d) Contact No of Superior (for verification: _____
If need be)
- (e) Period of notice you will have to give : _____
If selected?
- (f) What salary are you drawing : _____

3. **FAMILY LIFE**

(a) Martial Status

Single/Married/Widowed

(b) If married/widowed

Name & occupation of Spouse

No of children with age and sex

4. **EDUCATION RECORDS** : **School , College or University**

Give duties of all exams starting from matriculation or equipment

Examination	Marks obtained	%	Division	Year	Subject Taken	Name of University/Board/Institute

5. **EXPERIENCE.** Fill the particulars in chorological order starting with your appointment (if there is not enough space attach a separate sheet)

Experience as Head Clerk / Adm Supvr /LDC-cum-Receptionist Year (Exact dates to be indicated)		School/College	Nature of work
From	To		
Experience as Store Keeper Year (Exact dates to be indicated)			
From	To		

6. **HEALTH**

- (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

7. **COMPUTER KNOWLEDGE** (Separate sheet can be att.)

- (a) Have you done any degree/diploma in computer give details :
- (b) Any experience on working on computer Details:
- © Do you own a personal Laptop, if yea give details:
- (d) Your knowledge of computer hardware:

8. Give names of two reference which should know you well personally and have an intimate knowledge of your work (not relatives)

- (a) Name : _____ (b) Name _____
Address _____ Address _____

Agreement

9. If appointed :-

- (a) I agree to abide by the AWES rules and Regulations for Army Public Schools
- (b) I undertake to serve the school till the end of the final term, i.e up to the finalization of the results of the class taught or a period specified / fixed by the management.
- (c) I solemnly state that all the above particulars/statements are true to the best of my knowledge and belief.

Date: _____

(Signature of applicant)