



J M International School

A Senior Secondary School Affiliated to CBSE | Centrally Air-Conditioned
Sector-6, Dwarka, New Delhi-110075 | Tel. # 011-2508 6313, 4912 3899

Affix latest passport
size photograph of
the candidate

APPLICATION FOR RECRUITMENT

(to be filled in the candidate's own handwriting)

1. Post applied for: _____
2. Name of the candidate: _____
3. Date of Birth (In figures): _____ Age: _____ years _____ months
(in words): _____
4. Educational Qualification: _____
5. Nationality: _____ Religion: _____ Place of Birth: _____
6. Residential Address: _____

7. Mobile No.: _____ Residence Phone No.: _____
E-mail: _____
8. Marital Status: _____ If Married, No. of children with their age, class & School: _____

9. Name of Father: _____ Mobile No.: _____
Name of Spouse: _____ Mobile No.: _____
10. Qualifications of Father/ Spouse: _____ a. Occupation: _____
b. Designation: _____ c. Office Phone No.: _____
d. Name of the Organisation with complete address: _____

e. Is Father's/Spouse's Job transferrable? If so, mention the no. of years stay in Delhi:

11. Fluency in languages (write name of the languages):
a. spoken _____
b. written _____

12. Academic & Professional Qualifications in chronological order from Matriculation level:

Name of the Examination/ Degree	Name of the Institution with Address	Board/ University	Year of Passing	Division / Grade	Subjects Studied	Medium of Instruction	% of Marks

13. Details of Professional Experience/ Employment:

Name of the Institution with full postal address	Period of Service			Gross Salary Drawn	Subjects Taught	Classes Taken	Any Other Duty Performed	Reason for Leaving
	From	To	Total					

14. Total experience (in years):

Teaching _____ Administration _____ Any Other _____

15. Details of Present Job:

a. Name of the Present Organisation: _____

b. Address: _____ c. Phone No: _____

d. Designation: _____ e. Date of Joining: _____ f. Salary drawn: _____

g. Reason for Leaving: _____

16. Organisational & Administrative Experience or any responsibility/ duty performed as in-charge:

As head of Department / House Master	Nature of Responsibility	Name of the School/ Organisation

17. Curricular Activities:

Name of the Activity	Level of participation	Achievement	Remarks

18. Give details of Seminars/ Workshops attended by you in last three years:

19. Details of Publications:(Book/Research Paper/Article) (Attach copy of the publications, if feasible)

20. Which SUPW can you teach/guide/train the students? (encircle the same)

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

Any Other _____

21. 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 _____

22. Are you interested in Games & Sports? Mention the games/ sports you have participated in actively.

Name of the Games & Sports	Level of Participation	Achievements	Remarks

23. Give 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 Institution in which you have worked: -

1.	2.
Name	Name
Designation	Designation
Organisation	Organisation
Address	Address
Tel. No.	Tel. No.

24. Are you computer literate? Furnish details of courses attended:

25. Any other special qualification/ achievement/ hobbies/skills/abilities/experience that may be of value to the school:

26. Please write in brief (50 words) how you propose to give your best to the institution in case you are employed:

27. Please write in brief (50 words) how you propose to improve teaching of your main subject:

28. State the exact period after which you can join, if selected: _____

29. State your salary expectation (In figures): Rs. _____

DECLARATION:

I, _____ do hereby solemnly declare that the particulars furnished herein are correct to the best of my knowledge & belief. I also undertake to assure you that I will not leave the job, if employed, during the session.

Date _____

Place _____

Signature of the Candidate

NOTE: -

1. Only shortlisted candidates will be called for the 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.
4. Incomplete forms will not be considered.

(For Office Use)

Date of receipt of application _____ Post for which applied _____

Signature of the Public Relation Officer