

ARMY PUBLIC SCHOOLS
APPLICATION FOR ADM STAFF

Application form for the post of HEAD CLERK/SUPERVISOR
ADMINISTRATION/UDC(ACCOUNT CLERK)/LDC/RECEPTIONIST
School where you would like to work:-

.....

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? : _____
- (f) What salary are you drawing? : _____

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

5. Languages you can read write and speak fluently.
 (a) (b) (c)

6. EXPERIENCE:

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

Experience as	Office./Organ.	From	To	Remarks	

Include any other post held which are relevant to the field of Education

7. 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

8. 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.
- (c) Do you own a personal Laptop, if yes give details:
- (d) Your knowledge of computer hardware :

9. OTHER ACTIVITIES

(a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:

- (i) _____
 (ii) _____

10. 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: _____

Agreement:

11. 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, ie 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.

Date

.....

(Signature of applicant)

INSTRUCTIONS TO CANDIDATES

1. Please download and print the Application Form.
2. Fill the name of only one school in a cluster.
3. All details at Ser 1(Personal data) are mandatory. Fill up in Block Capitals.
4. Paste one recent colored passport size photograph on the form and attach one additional photograph for Call Letter.
5. Send by post. No applications will be accepted via e-mail.
6. Send DD for Rs 100/- payable at a bank close to the location of the school.