

FINAL REMARKS (for office use only)

Appointed as _____ for office, with effect from _____
 Pay details _____

 (Sign. of the Authority)

Candidates are requested to fill up the following details

Name : **DOB :** **Age:** **Sex:**

Application for the post of (Office)

1. **Father's/Husband's Name:** **Profession**

2. **Contact No.:** Land line: Mobile e-mail:

3. **Address for correspondence :**

4. **Marital status :**

5. **Children:**

Paste your recent passport size photograph

Sl. No.	Name	Age	Name of the school where the child is studying

6. **Educational Qualifications :**

Sl.no	Examination	Name of School/College	Board/ University	Year of Passing	Medium of study	% age	Subject

7. **Working Experience :**

Name of the organization	Position	City	Duration	Reason for leaving

8. **Knowledge of Computer** **Details**

9. **Last salary drawn** **Expected salary :**

10. **Special Achievements (Co-curricular/sports) :**

Year	Event	Achievement

11. **Hobbies / Interest**

Interview Report

(to be filled in by the School authorities)

1. Interviewer's opinion
 - i) Subject knowledge:
 - ii) Personality :
 - iii) Communication skill :
 - iv) Overall assessment
 - v) Remarks :
2. Called for the demonstration on : Date : Time:
3. Called for trial from to
(Trial report required if put under trial and called for final interview)

Signature of the Principal / Director

Demonstration Report

Software : Topic:

Date : Time :

1. Excellent Good Satisfactory Can be inducted on trial Rejected
2. Software Knowledge A B C 3. Confidence on work A B C 4. Presentation A B C

Name/Sign. of the staff member (taking demo)

(Sign of the Admin In-charge)

Please express your views on the following topic

Grade: _____

Name/Sign. of the concerned teacher