



Doon International School

Sector 69, S.A.S. Nagar Mohali, Punjab, India

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APPLICATION FORM FOR THE POST OF A TEACHER

(Please fill in your own hand writing)

1. POST APPLIED FOR : _____

2. General Information :

(a) Name _____

(b) Father's/Husband's Name _____

(c) Address for communication _____

(d) Contact Details : Tel. No.(Resi.) _____ Mobile : _____

E-mail ID : _____

(e) Date of Birth : _____ Marital Status _____ Nationality _____

3. Spouse's Name _____ Educational Qualification _____

4. Details of Children :

No. of Children _____ Son(s) _____ Age _____ Daughter (s) _____ Age _____

School/College (If studying) _____

5. Give two references of permanent residents of Dehradun / Mohali / Chandigarh and having their own house in the city

(a) Name _____ Designation _____

Address with Phone/Mobile No. _____

How do you know the person and since how long ? _____

(b) Name _____ Designation _____

Address with Phone/Mobile No. _____

How do you know the person and since how long ? _____

6. Academic/Professional Qualification : (Examination from Secondary onwards)

Examination Passed	Year of Passing	Subjects, Division with % of marks	Board/College/University	Regular/ Correspondence
Secondary				
Senior Secondary				
Graduation				
Post Graduation				
N.T.T./B.Ed./M.Ed.				
M.Phil/Ph.D.				
Any other				

7. Teaching Experience (in Recognized Schools) :

S.No.	Name & Address of the Institution	Designation	Period		Classes/Subjects Taught
			From	To	
1.					
2.					
3.					
4.					
5.					

8. Details of Administrative Experience (if any) (As Class Coordinator, Activity Coordinator, Examination Dept. Head, CCE Coordinator, Bursar etc.)

Name of the School/Board	Responsibilities Held	For Classes	No. of Years

(Please attach self attested Photocopies of the testimonials & experiences)

9. TOTAL WORK EXPERIENCE(in years) : Teaching : _____ Administration : _____
 In any other field : _____

10. Publications, Presentation of Papers at State, National and or International Conferences/ Seminars, if any, kindly give details

Presentation of Papers/Publications/ Seminar/Workshop/Inset course	Duration	Dates	Description

12. Present Post (Confirmed/Probation/Temporary) _____

13. Present Salary/Pay Band and Grade Pay _____

14. Salary Expected _____

15. Your Strengths (1) _____

(2) _____

16. Mention the areas, (To be filled in by those applying for teaching job) other than academics, in which you can contribute to the growth of the school (Co-curricular activities) :

(a) _____

(b) _____

17. Write a few lines on your views on "Work Ethics"

18. Activities :

(a) Names of Sports/Games you play regularly. (Indicate the level of participation) :

(b) How do you balance between work stress and maintaining good health ?

OR

What are your stress busters?

19. If selected, how much time would you need to join ? _____

20. Mention any course/studies you are pursuing at present. Will you need any leave on this account ?

21. Are you techno-savy/computer literate (Give Details) YES/NO

22. Any post, in this school, the applicant had earlier applied for ? YES/NO

DECLARATION

I hereby certify that all statements made and information given by me in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, action can be taken against me by the school and my candidature/ appointment shall automatically stand cancelled/terminated.

Place : _____

Date : _____ (Full Signature of the Applicant)

- NOTE :**
- 1. Copies of certificates of degrees, testimonials and a passport size photograph etc. should be attached with the application (attested by the applicant herself / himself). Originals must be produced at the time of joining.
 - 2. Applicant called for interview to come at her/his own expense.

<u>FOR OFFICE USE ONLY</u>	
Interviewed on	Interviewed by : Chairman/Director/Principal
Remarks :	
Pay Band / Salary	Proposed Date for joining
PRINCIPAL	CHAIRMAN/MANAGER