

**ARMY PUBLIC SCHOOL SHILLONG**  
**APPLICATION FOR NON TEACHING STAFF**

Application form for the post of \_\_\_\_\_

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

**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

Graduation/Post Graduation through correspondence or regular \_\_\_\_\_

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).

Duration		Nature of Appointment	School / College	Nature of work	Total Exp in Years
From	To				

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 ? .....  
 (a) 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. Give details.  
 \_\_\_\_\_  
 (c) Do you own a personal Laptop, if yes give details:  
 \_\_\_\_\_  
 (d) Your knowledge of Hardware Peripheral and Networking: \_\_\_\_\_  
 \_\_\_\_\_

9. **OTHER ACTIVITES**

- (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 selected:-  
 (a) I will accept the offer of appointment.  
 (b) I agree to abide by the AWES Rule and Regulation for Army Public Schools  
 (c) I undertake to serve the school till the end of the final term, or a period specified/ fixed by 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. All details at Ser 1( Personal data) are mandatory. Fill up in Capital Letters.
2. Paste one recent coloured passport size photograph on the form and attach one additional photograph for Call Letter.
3. Send by post. No applications will be accepted via e-mail.
4. Attach DD/Account Payee Cheque for Rs 100/- payable at Shillong in favour of Army Public School Shillong.