



**DELHI WORLD PUBLIC SCHOOL, ZIRAKPUR**

**PERSONAL DATA FORM**

Recent  
Passport Size  
Color  
Photograph

**Application Details**

<b>POSITION APPLIED FOR</b>	
Name of the candidate (In Block Letters)	
Current postal address	Permanent postal address
E-mail	
Cell No.	Phone No.

**PERSONAL DATA**

Date of Birth:	Age:	Place of Birth:
Marital Status		

**FAMILY – All those who live with you or are dependent on you.**

S.No.	Name	Relationship	Age	Occupation
1.				
2.				
3.				
4.				
5.				
6.				

**LANGUAGES KNOWN: Underline mother tongue & write 'Yes' or 'No' as applicable**

Language	Speak	Read	Write

**ACADEMIC RECORD**  
**Educational Qualifications**

Name & Address of School/College/University/Institute	Period		Main Subjects	Examination Passed & Year of Passing	Class, % age of marks
	From	To			
1.					
2.					
3.					
4.					
5.					

**EMPLOYMENT RECORD**

Start from your current employment in a chronological order

S.No	Name & Address of the Institution	From and to	Designation & brief description of responsibilities	Salary per annum (CTC)	Reasons for leaving
1.					
2.					
3.					
4.					

Please outline your present job responsibilities:

CTET/STET- YES\_\_\_\_ / NO\_\_\_\_

Details:

Are you computer savvy? Rate your proficiency on a scale of 1 (low) to 10 (high)

### TRAINING UNDERGONE/ PROJECTS UNDERTAKEN

Name of Training Programme	Name of the Institution	Duration	Month & Year

### INTERESTS (Cultural, Sports, Community Work and Hobbies)

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### GENERAL

1. Are you related to any employee of this school? If so, please give the following details:  Name: _____ Department: _____ Relationship: _____	
2. Have you ever applied for a position with any DWPS before : Yes _____ No _____ When? _____ Which position? _____ What was the outcome _____	
3. How soon would you be able to join us:	
4. Are you under any legal obligation to your current employer? If yes, please give details.	

**Current Monthly Salary:** \_\_\_\_\_ **Expected Monthly Salary:** \_\_\_\_\_  
(Salary slip will be required)

References: Give two references under whom you have either worked/received education from, or who knows you professionally. (Other than your relatives or friends)

<b>S.No</b>	<b>Names</b>	<b>Position held and organization</b>	<b>Address &amp; Phone No.</b>	<b>Yrs of Acquaintance</b>

I hereby declare that the information furnished above is true and correct and will form the basis of the contract of employment if I am employed by Delhi World Public School, Zirakpur. I hereby state that I have filled the above application form in my own handwriting. I understand that any misrepresentation or suppression of material information will render liable for termination services by the company.

Place:

Date:

Applicant's Signature

### **FOR OFFICE USE**

<b>SUITABLE / NOT SUITABLE</b>	
<b>Designation:</b>	<b>Grade:</b>
<b>CTC p.m.</b>	<b>CTC p.a.</b>
<b>Date of Joining:</b>	<b>Reporting to:</b>