

Rich Harvest Public School

(Recognised & Affiliated to C.B.S.E up to Senior Secondary Level)

A-1 Janakpuri, New Delhi- 110058

Phone: 011-40534000,46081653, 41573653

EMPLOYMENT APPLICATION FORM

Application for the Post of _____
(To be filled & mailed at: rhpsjobresume@yahoo.com)

Affix current
Photograph

1. GENERAL INFORMATION

- a. Name (in Capital letters): _____
- b. Date of Birth : _____ Place of Birth : _____ Age at Present : _____
- c. Permanent Residential Address : _____

- d. Present Address : _____

- e. Contact No. (R) : _____ Mobile (P) : _____
- f. Email ID: _____
- g. Nationality: _____ Mother Tongue: _____ Religion: _____ Caste: _____
- h. Unmarried/Married –Year: _____ Single/Divorced-Year: _____ Divorce Pending (Yes / No) _____
- i. Weight _____ Height _____ Physical Deficiency (if any) _____
- j. Proficiency in Spoken Language: (Excellent / Good / Average)
English: _____ Hindi: _____ Any Other Language: _____
- k. Computer Knowledge :(Give Details) _____

2. ACADEMIC PROFILE

Educational & Professional Qualifications

Examination Passed	Year of Passing	Subjects	Marks Obtained	Percentage	School /College/Board /University
Secondary (X)					
Sr.Secondary/Inter(XII)					
B.A/B.SC/B.COM(Final)					
M.A/M.SC/M.COM(Final)					
Nursery/JBT					
B.ED					
M.ED					
CTET					
Any other Qualification					

3. DETAILS OF FAMILY MEMBERS

Father's Name _____ Occupation : Service /Business Type _____

Organisation Name: _____ Designation _____

Off. Address _____ Tel. No/Mb No. _____

Mother's Name _____ Occupation : Service /Business Type _____

Organisation Name: _____ Designation _____

Off. Address _____ Tel. No/Mb No. _____

Brother's Name _____ Occupation : Service /Business Type _____

Organisation Name: _____ Designation _____

Off. Address _____ Tel. No/Mb No. _____

Sister's Name _____ Occupation : Service /Business Type _____

Organisation Name: _____ Designation _____

Off. Address _____ Tel. No/Mb No. _____

Spouse Name _____ Occupation : Service /Business Type _____

Organisation Name: _____ Designation _____

Off. Address _____ Tel. No/Mb No. _____

Father-in-law's Name _____ Occupation : Service /Business Type _____

Organisation Name: _____ Designation _____

Off. Address _____ Tel. No/Mb No. _____

Mother-in-law's Name _____ Occupation : Service /Business Type _____

Organisation Name: _____ Designation _____

Off. Address _____ Tel. No/Mb No. _____

Brother-in-law's Name _____ Occupation : Service /Business Type _____

Organisation Name: _____ Designation _____

Off. Address _____ Tel. No/Mb No. _____

Sister-in-law's Name _____ Occupation : Service /Business Type _____

Organisation Name: _____ Designation _____

Off. Address _____ Tel. No/Mb No. _____

Children: _____

1. Age _____ Studying in Class _____ School Name _____

2. Age _____ Studying in Class _____ School Name _____

4. WORK EXPERIENCE

Presently working (Y/N) _____ If Yes, Mention Current Salary _____ Salary Expected _____

Name of Institution	From	To	Position Held	Subject & Class Taught	Salary	Reason for Leaving

Total Work Experience: Teaching _____ **Admin** _____ **Any other** _____

Which Subject can you teach and up to which Class?

CLASS	SUBJECT

5. Mention the area (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) and are prepare the students to participate in School / Interschool / Zonal Events & Competitions.

- a. _____
- b. _____

6. Mention the assignments / responsibilities which you have handled other than teaching.

- a. _____
- b. _____
- c. _____

7. Write a few lines on your views on “Work Ethics”.

8. Any other information about your achievements in the field of –

Academics: _____

Research /Publication: _____

Sports: _____

Cultural Activities: _____

Others: _____

9. Seminar / Workshop Attended

Seminar / Workshop attended	Duration	Date	Descriptions

10. Involved in any Criminal and / or Civil Case or Action :(If yes, gives Details)

11. Name & Address of References (Not related to you)

a. _____

b. _____

12. Any other relevant information you would like to furnish concerning your suitability for the post.

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

14. If selected, how much time would you need to join - _____ & all original certificates /documents etc.will be available for submission immediately. Yes / No. _____

Declaration: All the information / details stated here in above are true and correct to the best of my knowledge and belief and are in accord with the relevant certificates / documents etc. and nothing has been concealed.

Date: _____ **Name:** _____ **Applicant Signature:** _____

Please Note: Attested copies of all certificates, testimonials, Resume, Aadhar-card etc. are required to be furnished along with this Application form.

List of Enclosures:

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

For Office Use only

Score in Written Test: _____

Short listed for Interview on: _____

Short listed for Demonstration on: _____

Remarks: _____
