

MAYOOR SCHOOL

AJMER



PROFORMA

FOR THE POST OF

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photograph

Name of the applicant _____
(Form to be filled up by the applicant in his or her own handwriting and returned to the Principal)

1. Name: _____
2. Date of birth : _____ Age : _____ Place of birth : _____
3. Sex: _____
4. a) Father's Name & occupation : _____
5. a) Marital status : _____
 b) Name of spouse & occupation: _____
 c) Details of dependent children:
 (Name, Age, Class, etc.) _____
 d) Details of any members of family dependent on the applicant _____

6. a) Present address _____

Telephone : _____ Fax: _____ E-mail: _____

b) Permanent address : _____

Telephone : _____ Fax: _____ E-mail: _____

7. Academic qualification, starting with High School or equivalent.

Year	Exam. Passed	Name of Institution, Board/University	%	Div.	Subjects(s) taken	Medium of Instruction	Regular/Private

8. Professional qualification:

Year	Exam. Passed	Name of Institution, University	%	Div.	Subjects(s) taken	Medium of Instruction	Regular/Corres.

9. Details of teaching experience:

Post	School/Institution	Subject(s)/Classes taught	Period of Employment
			from.....to.....
			from.....to.....
			from.....to.....
			from.....to.....
			from.....to.....

10. Teaching Subject(s) and Classes in order of preference:

Subject(s)	Classes
_____	_____
_____	_____
_____	_____
_____	_____

11. Games:

- a. Mention proficiency in games, if any :
- b. Games you can play:
- c. Games you can coach :

12. Co-curricular activities:

- a. Mention participation in co-curricular activities like drama, declamation, music, dance, Art, crafts etc :
- b. What activities will you be able to organize/manage in the School ?

13. Administrative experience, if any:

14. a) Name of School/Organization, where now employed:
b) Nature of present job; permanent temporary/probation/contract:
c) How much notice would you require to join?
d) Are you applying with the consent and knowledge of the present employer?
e) Please give name and address of your present employer, if not employed, your last employer's :

e) Reasons for leaving the present employment ?

15. a) Last salary drawn : Basic Allowances Total
b) Scale
c) Salary expected :

16. Names of two referees :

1. Name :

Address : _____

Telephone :

Fax:

E-mail:

2. Name :

Address : _____

Telephone :

Fax:

E-mail:

Place :

Date:

(Applicant's signature)

(Any other information that you would like to give, if not covered above, may be given on a separate sheet)