

**ARMY PUBLIC SCHOOL MIRAN SAHIB**  
**APPLICATION FOR ADMINISTRATIVE STAFF**  
**(TO BE FILLED BY THE CANDIDATE)**

Post applied for: \_\_\_\_\_

**1. PERSONAL DATA**

Name in full (Block letters) : \_\_\_\_\_

Son/Daughter/Spouse of : \_\_\_\_\_

Date of birth : \_\_\_\_\_

Nationality : \_\_\_\_\_

Religion : \_\_\_\_\_

State : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please paste one copy  
of your passport size  
photograph here

**Contact Details: -**

Landline No (with STD code): \_\_\_\_\_

Mobile No : \_\_\_\_\_

Email ID : \_\_\_\_\_

**2. PRESENT / PREVIOUS OCCUPATION:**

Designation of Post : \_\_\_\_\_

Name and Address of: \_\_\_\_\_

Institution/Organization.

Period of notice you will have to give, if selected : \_\_\_\_\_

Last Salary Drawn : \_\_\_\_\_

**3. FAMILY DETAILS**

Marital status : Single / Married / Widowed

Name & occupation of Father / Spouse : \_\_\_\_\_

If married /widowed: Name & occupation of spouse \_\_\_\_\_

\_\_\_\_\_  
No of children with age and sex: (i) \_\_\_\_\_

(ii) \_\_\_\_\_

4. **EDUCATIONAL QUALIFICATION:** Give particulars of all exams from Matriculation onwards (You may attach a separate sheet if necessary): -

Examination	Name of Board / University	Year of Passing exam	Subjects taken	%age

5. Merit Scholarship won? Give details \_\_\_\_\_

6. Languages you can read, write and speak fluently :

(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_

7. Any books / Articles written? Give details: \_\_\_\_\_

8. **EXPERIENCE:** Fill the particulars in chronological order starting with your first appointment. If necessary, attach a separate sheet:

School / College / Firm	Appointment	Period		Work details
		From	To	

Include any other post held which is relevant to the field of Education.

9. **HEALTH.** Medical disability / Specific Ailment (if any): \_\_\_\_\_

10. Specify Achievements in Co-Curricular Activities / Sports : \_\_\_\_\_

11. **COMPUTER KNOWLEDGE.**

(a) Have you done any degree/ diploma in computer? Give details: \_\_\_\_\_

12. **OTHER ACTIVITIES.**

(a) Membership in Professional Associations : \_\_\_\_\_

(b) Please indicate personal characteristics, interests and aspirations you have, which will be valuable to this institution : \_\_\_\_\_

13. Give names of two references (Not related to the applicant): -

Name : \_\_\_\_\_ (b) Name : \_\_\_\_\_

Address: \_\_\_\_\_ Address : \_\_\_\_\_

Mobile No: \_\_\_\_\_ Mobile No : \_\_\_\_\_

**AGREEMENT:**

14. If appointed: -

- (a) I agree to abide by the AWES Rules and Regulations for Army Public Schools.
- (b) I undertake to serve the school till end of the Academic session.
- (c) I solemnly state that all the particulars / statements above are true to be best of my knowledge and belief.

Date :

( Signature of applicant )

**INSTRUCTIONS TO CANDIDATES**

1. Please download and print the Application Form.
2. All details at Ser 1( Personal data) are mandatory. Fill up in Block Capitals.
3. Paste one recent colored passport size photograph on the form and attach one additional photograph for Call Letter.
4. Send by post. No applications will be accepted via e-mail.
5. Send DD for Rs 100/- payable at a bank close to the location of the school.