

CONFIDENTIAL

**THE SHRI RAM SCHOOL - ARAVALI**  
*HAMILTON COURT COMPLEX, DLF PHASE IV, GURGAON, HARYANA*

RECENT PHOTOGRAPH  
TO BE PASTED HERE

**PERSONAL DATA FORM**

NAME :

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POST APPLIED FOR :

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- N.B. :**
1. Please complete in your own handwriting.
  2. Please attach attested copies of certificates and testimonials.
  3. Please answer all questions completely. If necessary, please attach a separate sheet and add any additional information which may be relevant.
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1. FULL NAME \_\_\_\_\_

2. ADDRESS FOR COMMUNICATION

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

3. PERMANENT ADDRESS

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

E-MAIL ID : \_\_\_\_\_

PAN \_\_\_\_\_

TEL. NO. \_\_\_\_\_

TEL NO. \_\_\_\_\_

MOBILE NO. \_\_\_\_\_

MOBILE NO. \_\_\_\_\_

4. BIRTH - DATE \_\_\_\_\_

5. BIRTH-PLACE \_\_\_\_\_

6. RELIGION \_\_\_\_\_

7. HEIGHT \_\_\_\_\_ CMS. WEIGHT \_\_\_\_\_ KGS.

8. MARITAL STATUS : UNMARRIED / MARRIED / WIDOWED / DIVORCED / SEPARATED

9. FATHER'S / HUSBAND'S NAME & OCCUPATION :

\_\_\_\_\_

10. IF YOUR SPOUSE IS EMPLOYED, GIVE DETAILS :

ORGANISATION	DESIGNATION	INCOME P.A.

11. DATE OF BIRTH OF CHILDREN :

BOYS			
GIRLS			

NOTE : PLEASE ENTER ALL DATA IN BLOCK LETTERS.



17. DETAILS OF HONOURS AND SCHOLARSHIPS DURING EDUCATIONAL CAREER :


18. DETAILS OF HONOURS AT SPORTS / EXTRA-CURRICULAR ACTIVITIES, DURING SCHOOL / COLLEGE :


19. DETAILS OF PRACTICAL TRAINING UNDERGONE DURING EDUCATIONAL CAREER :

ORGANISATION	TRAINING TENURE	DETAILS

20. DETAILS OF ANY ORIGINAL PAPERS / THESIS PRESENTED BY YOU :


21. MEMBERSHIP OF PROFESSIONAL INSTITUTES / ASSOCIATIONS :

NAME OF ASSOCIATION	DATE (FROM)	NATURE OF MEMBERSHIP

22. LANGUAGES KNOWN :

SPEAK, READ & WRITE	FLUENCY ENOUGH TO TEACH	SPEAK ONLY	UNDERSTAND ONLY



**2. PRESENT EMPLOYMENT :**

Name and address of school / organisation \_\_\_\_\_

Nature of employer's business \_\_\_\_\_

If School, specify No. of : (a) Teachers \_\_\_\_\_ (b) Students \_\_\_\_\_

(c) Primary branches \_\_\_\_\_ (d) Secondary branches \_\_\_\_\_ (e) Board affiliation \_\_\_\_\_

Date of joining \_\_\_\_\_ Designation on joining \_\_\_\_\_

Present designation \_\_\_\_\_ Date appointed to present position \_\_\_\_\_

PRESENT JOB RESPONSIBILITIES (IN BRIEF)	ORGANISATION CHART INDICATING REPORTING RELATIONSHIPS

If you have held your present appointment for less than one year, please describe your previous appointment in as much details as possible on a separate sheet.

**3. DETAILS OF SHORT TERM TRAINING UNDERGONE IN AREA OF PROFESSIONAL ACTIVITY :  
(During last 3 years)**

COURSE TITLE	ORGANISATION / INSTITUTE	DATE

**4. REMUNERATION PARTICULARS (Per Annum)  
Current / Last Employment**

AS ON \_\_\_\_\_ (IN Rs.)

SALARY	QUANTUM/REMARKS	OTHER PERKS	QUANTUM / REMARKS
PAY SCALE & GRADE PAY		Please Specify (equivalent value in Rs.)	
BASIC SALARY			
D. A.			
HOUSE RENT ALLOWANCE			
OTHER ALLOWANCES (Please Specify)			
<b>TOTAL 1</b>		<b>TOTAL 2</b>	
<b>GRAND TOTAL (Total 1 + Total 2) (Per Annum)</b>			

**5. REQUIRED NOTICE PERIOD TO JOIN (If any) :** \_\_\_\_\_ (in Days)

**6. HAVE YOU BEEN INTERVIEWED BY US BEFORE :** YES / NO

If Yes, then in which campus & what was the outcome ?

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**7. ARE YOU RE-JOINING THE SHRI RAM SCHOOL : YES / NO**

**If yes,**

**Tenure 1** **Previous Employee No** \_\_\_\_\_

Date of Joining \_\_\_\_\_ & Last Day of Working \_\_\_\_\_

Which Campus \_\_\_\_\_ & Reason for Resigning \_\_\_\_\_

**Tenure 2** **Previous Employee No** \_\_\_\_\_

Date of Joining \_\_\_\_\_ & Last Day of Working \_\_\_\_\_

Which Campus \_\_\_\_\_ & Reason for Resigning \_\_\_\_\_

**8. REFERENCES (MANDATORY)**

Give below name of referees not related to you whom we may contact. At least one should be holding a responsible position in your line of occupation. If fresh from college, give name of your Principal/ Professor.

<b>PARTICULARS of REFEREE</b>	<b>REFEREE 1</b>	<b>REFEREE 2</b>	<b>REFEREE 3</b>
NAME			
Designation			
Occupation			
Mobile No.			
Landline No.			
Email id.			
Name of Organisation			
Address Line 1			
Address Line 2			
<b>City &amp; State</b>			
<b>Pin Code</b>			



**9. HOW DO YOU COME TO KNOW ABOUT THE VACANCY?  
(Please Tick appropriately)**

A. WEBSITE

B. THROUGH CONSULTANT

a. Name of the Consultant

b. Mobile / Land No. :

c. Address of the Consultant : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. THROUGH ADVERTISEMENT :

a. Advertisement Dated : \_\_\_\_\_

b. Name of the Newspaper : \_\_\_\_\_

D. REFERRED BY THE EMPLOYEE OF THE SHRI RAM SCHOOL

a. Name of Employee in The Shri Ram School : \_\_\_\_\_

b. Employee No. : \_\_\_\_\_

c. Is he / she a relative ? : Yes / No.

d. If yes, then the relationship \_\_\_\_\_

**DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed. I am not aware of any circumstances that may impair my fitness for employment. If I am at any time found to have concealed any material information or given any false details, my appointment shall be liable to summary termination without notice compensation.

DATE :

PLACE :

SIGNATURE

**FOR OFFICE USE ONLY**

OVERALL REMARKS / SIGNATURES OF INTERVIEW BOARD :

NAME	SIGNATURE

**REMARKS**

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**Final Outcome**

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**THE SHRI RAM SCHOOL - ARAVALI**  
**Hamilton Court Complex,**  
**Phase IV, DLF City, Gurgaon 122002**

**PLEASE UNDERTAKE THE FOLLOWING**

NOTE: • Please submit typed material

- We are interested in your own thoughts, rather than textual or schooled responses.
- Please do undertake this exercise by yourself, in a frank, honest and forthright manner. Your responses will be treated with utmost confidentiality.
- Remember, there are no right or wrong answers.

1. Please write in autobiographical form, your responses to the following. Limit your self to no more than one appropriately titled paragraph on each.
  - a) Your views about your parents.
  - b) Your views on your brothers / sisters.
  - c) Significant events in your childhood.
  - d) Your experiences at school as a child.
  - e) Teachers you liked / did not like.
  - f) Your capabilities as a student.
  - g) Your own successes and failures.
  - h) Your own strengths and weaknesses.
  - i) Your view of what you expect to be five years from now.
  - j) Your personal philosophy of life.
  - k) Any thing else which you think has been of significance to you, to date.
2. Describe your view of an ideal child, in the age group of 4 years to 8 years.
3. Given unlimited resources and total freedom of operation in the position of Head of School, what would your strategy be to further the all-round development of children in a wholesome way?
4. Given the pressure on schools today, what would be your criteria for admission?
5. Comment on the satisfaction you would derive if given.
  - a) A class of children with learning difficulties.
  - b) A class of exceptionally gifted children.
  - c) A class of physically handicapped or children with physical impairments.
6. Comment on the most fulfilling and satisfying experiences that you have had in your career as a teacher.
7. In what way or capacity can you contribute towards sustaining & strengthening the school ethos?