D.A.V. PUBLIC SCHOOL

19, Sitaram Nagar, Velachery – Tambaram Road, Chennai – 600 042
(Affiliated to Central Board of Secondary Education, New Delhi)
(Under Control of D.A.V. College Trust and Management Society, New Delhi)

Paste your latest
Passport Size
Photo

APPLICATION FOR TEACHING STAFF   Date: _____

NOTE: 1. Candidate must paste the Photo and fill all fields as applicable to him / her.
2. Application without Photo and Incomplete Information will be rejected.

1. **NAME (Capital Letters)** : Mr./Ms._____ ☐ Male ☐ Female

2. **Date of Birth** ☐☐ ☐☐ ☐☐☐☐   Age ☐☐ Years ☐ Unmarried ☐ Married
   Date   Month   Year

3. **APPLICATION FOR THE POST OF TEACHER** ☐ SENIOR SECONDARY ☐ SECONDARY

   ☐ MIDDLE SCHOOL ☐ PRIMARY ☐ PART TIME PRE-PRIMARY ☐ FULL TIME PRE-PRIMARY

4. **SUBJECT** : _____ **Mother Tongue** : _____

5. **Distance from your Residence to D.A.V. Public School** : _____ Kms.

6. **Total Experience as a Teacher till date :** _____ Years _____ Months ☐ No Teaching Experience

Residence Address : _____

_____

_____

_____ Pin : ☐☐☐☐☐☐

Mobile : _____

e-mail id: _____

Permanent Address (Address at Native Place)

_____

_____

_____ Pin : ☐☐☐☐☐☐

Contact Person at Native Place: _____

Relationship with Candidate : _____

Mobile: _____

Name of your Child_____ ☐ Male ☐ Female Class:____ ☐ Infant , Age_____	Name of School / College:
Name of your Child_____ ☐ Male ☐ Female Class:____ ☐ Infant, Age_____	Name of School / College:

Particulars of Employment of Father ☐ / **Husband** ☐ **Particulars of Employment of Son** ☐ / **Daughter** ☐

Name:_____ **Name:**_____

Name of the Organisation : _____ Name of the Organisation : _____

Designation :_____ Designation :_____

Office Address : _____ Office Address : _____

_____ Pin:_____ _____ Pin:_____

Mobile Number: _____ Mobile Number: _____

e-mail id: _____ e-mail id: _____

7) Educational Qualifications	Year of Passing	Regular / Correspon-dence	Full Name of College / Institute & City	Subjects Studied	Percentage
a) Post Graduation -1 ☐ M.A. ☐ M.Sc. ☐ M.Com. ☐ M. Phil. ☐ M.C.A. ☐ M.F.A. ☐ M.P.Ed. Any other _____			College : _____ City: _____ University: _____	Major Ancillary	%
Post Graduation -2 (if applicable) ☐ M.A. ☐ M.Sc. ☐ M.Com. ☐ M. Phil. ☐ M.C.A. ☐ M.F.A. ☐ M.P.Ed. Any other : _____			College : _____ City: _____ University: _____	Major Ancillary	%
b) Graduation ☐ B.A. ☐ B.Sc. ☐ B.F.A. ☐ B.P. Ed. ☐ B.C.A ☐ B.Com. Any other _____			College : _____ City: _____ University: _____	Major Ancillary	%
C) Training Qualification a) Nursery/Montessori Training / P.G. Diploma in Pre-School Edu. **The Nursery training is from an institute that is recognised from** ☐ Tamil Nadu State Govt. ☐ National Council of Teacher Education (NCTE) Any other _____			Institute: _____ _____ City: _____ University: _____ Duration of Course: _____		%
d) B.Ed. ☐ Completed ☐ Not Completed					%
e) M.Ed. ☐ Done ☐ Not Done					%
8) a) Central Teacher Eligibility Test (CTET)		**Paper –I** ☐ Passed ☐ Not passed **Paper –II** ☐ Passed ☐ Not passed			%
b) Tamil Nadu Teacher Eligibility Test (TNTET)		**Paper –I** ☐ Passed ☐ Not passed **Paper –II** ☐ Passed ☐ Not passed			%
9) Any other Qualification					%
10) Have you done **Computer** course, if yes, mention the name of the course and its duration.			Institute: _____ City: _____ Duration of Course: _____		

11. School Education

	Name of the School & City	Year of Passing	Subjects	Board	Medium of Instruction	Second Language	% Scored
Std. XII	City: _____						%
Std. X	City: _____						%

12. Language Known:

To write   1. _____   2. _____   3. _____   4. _____

To speak fluently   1. _____   2. _____   3. _____   4. _____

13. Past Teaching Experience as Teacher: Write from Latest to First Employment

Teaching Experience Name of the School / Institution	Affiliation Board of Institution	Designation	Date & Year of **Joining**	Date & Year of **Leaving**	Period of service		Classes & Subjects handled	Reason for leaving
					Year	Months		
i) City:								
ii) City:								
iii) City:								
iv) City:								

14. Are you currently employed? ☐ **Yes** ☐ **No**   if yes, **please give particulars of present job below.**

City:								

Year   Year   Period of gap in service   Reason for Gap in service

15. Gap in service 1) From_____to_____ 1) ____Years____Months 1) _____

(if applicable) 2) From_____to_____ 2) ____Years ____ Months 2) _____

3) From_____to_____3)____Years____Months 3) _____

16. Latest Salary Drawn Rs. :_____   **Expected Salary Rs. :** _____

17. Reference of Previous Employer or an Academician from whom we can take a feedback about you.

a) Name of the person Mr./Ms._____   b) Name of the person Mr./Ms. _____

Name of the Organisation :_____   Name of the Organisation :_____

Designation :_____   Designation :_____

Office Address :_____   Office Address : _____

_____City_____Pin:_____   _____City_____Pin:_____

Mobile Number:_____   Mobile Number _____

E-Mail ID_____   E-Mail ID _____

18. Give a write up about your <u>Professional Competence</u> and <u>Skills</u> as a Teacher.

<u>**Apart from teaching, in what other areas you can contribute to School:**</u>

(Administration, Examination, Workshop, Annual Day, Sports Day, Dramatical, Quiz etc, etc.)

Certified that the particulars given in the application are true to the best of my knowledge.

Date: Signature:

VERY IMPORTANT PAGE TO PROCESS YOUR APPLICATION

1. **Application Form** along with **Self - Attested Copies of Degree / Testimonials** should be submitted Online in the Google Form Link available in the School's Website.

2. **The Application and the enclosed Testimonials / Certificates are not returnable.**

3. **Check List for enclosures (as applicable)** **PLEASE DO NOT SEND ORIGINAL DOCUMENTS.**

	Verified by School		Verified by School
1) Std. X	☐	7) NTT (Nursery Training Certificate)	☐
2) Std. XII	☐	8) CTET / SET (Pass Certificate)	☐
3) U.G. Degree Certificate	☐	9) Experience Certificates	☐
4) P.G. Degree Certificate	☐	10) Last Salary Slip	☐
5) B.Ed. Certificate	☐	11) Copy of Aadhar Card	☐
6) M.Ed. Certificate	☐		

4. There will be a '**Class Demonstration'.** Date and Time will be intimated to you either by e-mail / SMS.

5. E-mail / SMS **to appear for Interview** will be sent only to the **'Short Listed Candidates'** after the Class Demonstration.

6. The **'Original Certificates'** and Testimonials should be produced at the time of Interview.

7. The Processing of Application and Demonstration Class will take at least a <u>Month's time</u>.

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FOR OFFICE USE:

1) ☐ Photograph is Pasted

2) ☐ All Fields are filled as applicable to candidate

3) ☐ Some fields are **not filled** and hence application is '**Incomplete**'.

4) ☐ All enclosures are available.

5) ☐ All enclosures are <u>NOT available</u>.

6) ☐ **APPLICATION TO BE CONSIDERED**   ☐ **NOT TO BE CONSIDERED**

7) ☐ The Candidate came for 'Demonstration Class' on_____.

   ☐ Candidate <u>did not come</u> for 'Demonstration Class' on_____.

8) ☐ Candidate shortlisted for Interview.

   ☐ Candidate <u>not</u> shortlisted for Interview.

9) ☐ Candidate appeared for Interview on_____.

   ☐ Candidate <u>did not appear</u> for Interview on_____.

10) ☐ **Selected**   ☐ **Not Selected**

_____
Signature 'In-charge Staff Recruitment'