



CONFIDENTIAL

Sacred Soul Convent Senior Secondary School

Dugri-Dhandra Road, Ludhiana 141116 (Pb.) India.
Affiliated to C.B.S.E. Affiliation# 1630537. Phone No. 0161-2100954, 98150 30852
Email Id: tssconvent@yahoo.com Website: www.sacredsoulconventschool.com
Controlled & Managed By: Maji Thakriji Educational Society, Ludhiana.

- Note:
1. Please fill in the form in your own handwriting
 2. Please attach attested copies of certificates, detail marks and degrees from Class X to
 3. Please answer all questions completely. If needed, attach a separate sheet and add any additional relevant information on it..
 4. In the column for academic information, please fill in only recognized and completed qualifications.

Affix
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* Teacher Application Form *

1. Name (In Capital Letters)
2. Grade Applied For: ADHOC / NTT / PRT / TGT / PGT / OTHER.
3. Subject Applied For _____ ■ Specialization: _____
4. (A) Permanent Address _____

(B) Present Address _____

Phone # _____ Phone # _____
5. Email Address: _____ ■ Age (on the date of Application): _____
6. Date Of Birth _____ (In Words) _____
7. Place Of Birth _____ ■ Religion _____ ■ Height _____ cms. ■ Weight _____ Kgs
8. Marital Status: Unmarried/Married/Widowed/Divorced/Separated. ■ Date of marriage: _____
9. Particulars:

| Particulars: | Father's Details | Mother's Details | Details of Spouse |
|--------------------------------------|------------------|------------------|-------------------|
| Name : | | | |
| Date Of Birth: | | | |
| Academic Qualification : | | | |
| Business/ Organisation Name : | | | |
| Designation: | | | |
| Specify whether job is transferable: | | | |
| Monthly Income: | | | |
| Office Address : | | | |
| Office Tel.No. | | | |
| Permanent Residential Address: | | | |
| State and Pin code | | | |
| Res. Tel. No | | | |
| Mobile No(S). | | | |
| Email ID | | | |
| Fax No. | | | |

10. Give employment details of your Spouse:

| Organization | Designation | Income (P.A.) |
|--------------|-------------|---------------|
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11. Particulars of children:

| Name | Gender | D.O.B. | Age in years | School's Name |
|------|--------|--------|--------------|---------------|
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12. Other dependents:

| Name | Relationship | Gender | Age |
|------|--------------|--------|-----|
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| | | | |
| | | | |

13. Languages known: (write mother tongue in first block)

| Language | Read | Write | Speak | Understand only | Can teach | Teach classes upto |
|----------|------|-------|-------|-----------------|-----------|--------------------|
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14. Academic /Professional Qualifications:

| Exams | Year of Passing | Subjects | Medium | Board/ College/ University | Mode of Study | | Marks % | Division |
|-------------------------------|-----------------|----------|--------|----------------------------|---------------|----------|---------|----------|
| | | | | | Regular | Distance | | |
| High School/ 10 th | | | | | | | | |
| Inter/+2 | | | | | | | | |
| Graduation | | | | | | | | |
| Post Graduation | | | | | | | | |
| NTT | | | | | | | | |
| B.Ed. | | | | | | | | |
| CTET | | | | | | | | |
| Any other | | | | | | | | |

15. Details of any Research Work/Publication/Thesis presented by you:

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16. Details of Scholarships/ Honours /Awards during education:

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17. Details of honours in Sports/Extra-Curricular Activities (during school/college):

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18. Details of practical training undergone during educational career:

| Organization | Training tenure | Details |
|--------------|-----------------|---------|
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19. Membership of professional institutes/associations:

| Name of association | Date (from) | Nature of membership |
|---------------------|-------------|----------------------|
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20. Seminars and Courses attended:

| S. No. | Seminar/Course | Duration | Date | Description |
|--------|----------------|----------|------|-------------|
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21. Other information:

■ Names of three books recently read with names of authors: _____

■ Name literary or cultural activities in which you are interested, mention any distinctions achieved: _____

■ Hobbies and specific interests: _____

■ Newspaper which you subscribe at home: _____

■ Magazines which you read regularly: _____

■ Your favourite TV Channels: _____

■ How did you come to know about Job Opening in SSCSSS? Newspaper/ SSCSSS Teacher/ Parent/Website/Other.

22. Membership of social, religious, cultural or political organization:

| Name of organization | Nature of your association |
|----------------------|----------------------------|
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| | |

23. Details of physical disabilities/ailments/ medical problem? (if yes , give details):

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24. Proficiency in Computer:

| | |
|--|---|
| Do you have internet connection at home? Yes / No | Do you regularly work on a computer? Yes / No |
| How frequently do you access your email? | Any presentations made? |
| If yes, what software can you use proficiently? | |
| Microsoft Office Word/ Microsoft Office Excel/Microsoft PowerPoint/ Coral Draw / | |

25. Particulars of Post held at the time of sending the application: (Whether permanent/ probation / temporary)

■ Name of Employee and full address of organization : _____
_____ contact numbers: _____

■ Present place of posting: _____ ■ Present designation _____ ■ Date of appointment: _____

■ Present job responsibilities: _____

■ Salary details: basic: _____ ■ Other benefits: _____

■ Are you under service bond? (yes / no) tick the right option. ■ (if yes, give details.) _____

■ How much notice required for joining : _____

26. Give details of three references who are familiar with the applicants academic work:

(other than relatives in the field of education, whom we may contact):

| Name of reference | Occupation/Designation | Address (Official) | Email | Telephone |
|-------------------|------------------------|--------------------|-------|-----------|
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27. Details of work experience / employment records (including your present appointment and working backwards):

| Name & Address Of Institution/ Organization | Secondary/ Sen. secondary | Designation | Brief description of duties | Board / Affiliation | Year & Month | | Nature Of Post Permanent Probation Temporary | Classes Taught | Subject Taught | Salary P.M. | | Reason for change |
|---|---------------------------------|-------------|--------------------------------|------------------------|-----------------|----|---|-------------------|----------------|-------------|---------|----------------------|
| | | | | | From | To | | | | Start | Leaving | |
| | | | | | | | | | | | | |
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■ Total Teaching Experience (in years): _____ ■ description of duties: _____

■ Total Administrative Experience: _____ ■ description of duties: _____

■ Any other: _____

■ Details of foreign travel _____ year _____

■ Any other achievement/accomplishment you would like to bring to the notice of the selection committee: _____

■ What are your salary expectations ? _____ (please indicate total salary p.m.)

■ Minimum basic salary acceptable per month: _____

■ Exact period after which you can join if selected: _____

I hereby certify that information provided above is true to the best of my knowledge and belief. If , at any time , any information is found to be false/ incorrect, it will disqualify me from teaching in **Sacred Soul Convent Sr. Sec. School**, and my services may be terminated without any notice.

.....
Signature of the Candidate

.....
Date

.....
Place

Note:

Photo copies of certificates, Mark Sheets, Testimonials etc. should be attached with the application (attested by the applicant himself) and the originals must be produced at the time of interview and at the time of joining. If selected.

No. Of duly attested testimonials and certificates. _____