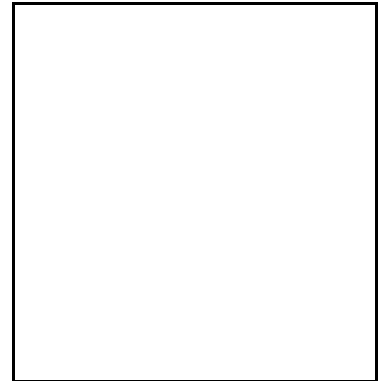


JAF LONG VALLEY BOARDING SCHOOL



Affix Photograph

APPLICATION FOR EMPLOYMENT

Position Applied for _____

INSTRUCTIONS:

This application form has to be filled in the candidate's own handwriting. In order that your application may be properly evaluated it is essential that all questions be answered as carefully and completely as possible. If you need more space for your answers, attach separate sheets of paper and feel free to furnish any additional information which will help us in placing you where you are best suited.

Name : (in BLOCKS)

Mr./ Miss/ Mrs. _____
(First) (Middle) (Surname)

You are Domicile of which state

School records should contain my name as (in BLOCKS)

Present Address

Permanent Address:

Telephone (with area code)	Cell	e-mail

[contd.....2....]

Place of Birth:..... Date of Birth:.....

Marital Status:..... No. Of Children:..... Ages:.....

FAMILY BACKGROUND (Father, Mother, Spouse, Children, Brothers & Sisters)

Relationship	Name	Age	Qualification	Occupation/ Designation

Specify major illness / operations
if any, in last five years

EDUCATION

[A] Schools attended

Grades	Name of school	Affiliation Board*	Medium of Instruction

* S.S.C./H.S.C/State Board (Please mention name of the Board)

[B] Academic Qualifications (B.A./B.Sc./ M.S./M.A./ M.Sc. etc.)

Examination	Board/Univ.	Subjects	Year	GPA/CGPA /Grade

[contd.....3....]

[C] Professional Qualifications (T.T.C/ B.Ed. / M.Ed./Diploma Etc.)

Examination	Board/Univ.	Subjects	Year	Grade/GPA/CGPA

EMPLOYMENT / EXPERIENCE

[A] Teaching Experience (Starting from the present employment)

Position/ Designation	School/ College	Medium Of Instructio n	Syllabus Taught [N'tional/ British Curriculum	Worked		Subjects Taught	Classes Taught	Additional Duties/Resp .*
				From	To			

[* If necessary, attach relevant information reg. duties & responsibilities undertaken on additional A-4 size sheet]

[B] Computer Literacy [For candidates other than ICT/computer Sc. teachers]

Proficiency in	Yes	No
MS Word/ Excel/PPT		
Internet/ E-mail		
others		

[C] General/Other Interests

Game/Activity/Hobby	Level of Proficiency Club/School/College/Univ/State	Achievements, if any

[contd.....4.....]

[D] Educational Workshops /Training Programs attended

	Name of the Workshop	Venue/Year
As a Resource Person		
As a Participant		

PRESENT EMPLOYMENT

[i] Teaching Group/Work Load per Week

Class/Section	Subject/Activity	No. of Periods		Class/Section	Subject/Activity	No. of Periods
Total Periods per Week						

[ii] Additional Responsibilities taken :

Regular		Non-Regular	
1		1	
2		2	

Considering your qualification and experience, briefly describe why you wish to join Jaflong Valley Boarding School, what you expect to achieve here and what role you wish to undertake.

[contd.....5.....]

GENERAL INFORMATION

1. Are you related to any one in our employment? Yes No
if Yes, Name & Relationship :

2. Do you know any one in our employment? Yes No
if Yes, Name & Designation :

3. When can you join duty?

4 Languages known: (write *fluent, fair or slight*)

<i>Languages</i>	<i>Speak</i>	<i>Read</i>	<i>Write</i>

REFERENCES (Other than relatives)

Name & Contact #	Designation / Occupation	Address	Period for which he/she knows you	Capacity in which he / she knows you

Person to be contacted in case of emergency , Name :

Full Address :

.....Tel. No:

Certified that all the information given in this application is true to the best of my knowledge.

- i) Should any information stated by me in this application be in-correct, my employment with you is liable to immediate termination without payment of any compensation thereof.
- ii) I declare that I have not been convicted previously by any court of law.
- iii) Should there be any changes in the particulars given by me in this application, I shall immediately inform the school office about the same.

Place:.....

Date:.....

Signature of the applicant

FOR OFFICE USE ONLY

Appearance _____ Ability to communicate _____

Group discussion _____ Test/ Demo Lesson _____

Interview _____ Overall rating _____

Approved / Not Approved

Date _____

Name of the Interviewer _____ Signature _____