



# श्री Venkateshwar International School

Sector -18, Dwarka, New Delhi-110078

Tel. Nos.: 011-42815336 / 37 / 38, website: [www.svis.org.in](http://www.svis.org.in) e-mail id: [info@svis.org.in](mailto:info@svis.org.in)

## Application Form for Recruitment (To be filled-in the candidate's own handwriting)

Affix a recent  
passport size  
coloured  
photograph

S.No \_\_\_\_\_

1. Post applied for : \_\_\_\_\_  
(as per the advertisement)
2. Name of the applicant : Miss/Mrs/Mr \_\_\_\_\_
3. Date of birth : \_\_\_\_\_
4. Age : \_\_\_\_\_ years \_\_\_\_\_ month
5. Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Telephone No. : \_\_\_\_\_ Mobile No. \_\_\_\_\_
7. E-mail Id : \_\_\_\_\_
8. Aadhaar Card No. : \_\_\_\_\_
9. Marital Status (✓) : unmarried / married / widow / divorced / separated
10. Nationality : \_\_\_\_\_
11. a) Name of father / spouse : \_\_\_\_\_  
b) Occupation and designation : \_\_\_\_\_  
c) Complete office address : \_\_\_\_\_  
d) Telephone No. : \_\_\_\_\_ Mobile No. \_\_\_\_\_  
e) E-mail Id : \_\_\_\_\_
12. Details of other family members (Parents, In-laws, children as applicable)

S.No.	Name	Relationship	Age	Studying
a)				
b)				
c)				

13. Fluency in languages

- a) Spoken : \_\_\_\_\_
- b) Written : \_\_\_\_\_

14. Particulars of travel abroad, if any, stating the purpose of visit.

---



---



---



---

15. If applying for PRT / TGT : **CTET / State TET** - Level 1 (year) \_\_\_\_\_ Level 2 (year) \_\_\_\_\_

16. Academic and Professional Qualifications in chronological order from Matriculation Level onwards.

Class/ Degree	Name of the Institution	Board/ Univ.	Years of Passing Joining & Passing	Subjects Studied	% & Grades
X					
XII					
B.A. / B.Sc. / B.Com.					
M.A. / M.Sc./ M.Com.					
NTT / DIET/ B.El.Ed./ B.Ed. / M.Ed					
Any other Degree / Diploma / Certificate course					

17. Details of all Experience: Teaching & others

S.N.	Name of the Institution	<b>Govt. Recognized or not</b>	Post held	Period of Service		Classes taught  or nature of work	Subjects taught	Reasons for leaving
				from	to			

18. Total teaching experience : \_\_\_\_\_ years \_\_\_\_\_ months

19. Last salary drawn : Basic : \_\_\_\_\_  
Allowances \_\_\_\_\_  
Total \_\_\_\_\_

20. State the subjects and classes which you prefer to teach \_\_\_\_\_  
\_\_\_\_\_

21. Give details of your administrative experience or any responsibility /duty executed as Incharge/ Coordinator.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Give details of Seminars /Workshop attended by you in the last three years.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Which SUPW can you teach the students (encircle the same)  
a) Electronics, Gardening, Book Keeping , Wood-craft, Clay-modelling, Photography, Home Science, Batik, Tie and Dye, Pottery, Commercial Art, Painting , Yoga, Embroidery, Computer Science, School Band, Nursing, Handicrafts, First Aid, N.C.C., Scouts and Guides, Aero-modelling, Macrame, Dance, Vocal Music, Instrumental Music, Graphic Designing etc.

Any other \_\_\_\_\_

b) Have you won any certificates / taken training in above activities ? Give details.  
\_\_\_\_\_

24. In which literary activities can you guide the students? (encircle the same)  
Quiz, Recitation, Debates, Declamation, Elocution, Creative writing, School Magazine, Newsletter, Compering.

Any other \_\_\_\_\_

25. Are you interested in Games and sports? Which games/sports have you participated in actively and at what level? (School /College /Zonal /Interzonal /State /National)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

26. Details of any action research / paper /article/book published (attach a sheet, if needed).

---

---

27. Give details of participation in Club /Committee /Association /Organization where you have served earlier.

---

---

28. State any other qualification /hobbies /skills /abilities /experience that may be of value to the school, and not covered in this form.

---

---

29. Are you computer literate? \_\_\_\_\_  
Furnish details of any courses attended \_\_\_\_\_

---

30. Give the name, designation and complete address and Tel. No. of two references (not relatives) from whom confidential reports about your work, character and personality may be obtained. At least one of them must be the Head of Deptt. / Head of the Institution in which you have worked.

References

1. Name	:	_____	2. Name	:	_____
Designation	:	_____	Designation	:	_____
Address	:	_____	Address	:	_____
		_____			_____
		_____			_____
Tel No.	:	_____	Tel No.	:	_____

31. State your salary expectation for the post applied for : \_\_\_\_\_

32. If selected, state the exact period after which you can join : \_\_\_\_\_

hereby declare that all entries stated above are true in every detail

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

- Note :**
1. Only shortlisted candidates will be called for the interview.
  2. The management reserves the right to select or reject your application for the post applied for without assigning any reason.
  3. You may attach an additional sheet, if required, if space is inadequate.
  4. Attach self-attested photocopies of relevant testimonials and certificates.