



THE PUNJAB SCHOOL

Campus

(Franchised Campus)

APPLICATION FORM - TEACHING STAFF

| For office use only | |
|---------------------------|--|
| Sr. No. | |
| Category | |
| Academic Degrees | |
| Professional Degrees | |
| Matric Certificate | |
| Experience Certificate(s) | |
| E.O.B.I. Card | |
| C.N.I.C. | |
| All Columns Filled | |

Please read the following instructions carefully:

- Complete the Application Form in your own handwriting.
- All the columns must be filled in or crossed out, as the case may be.
- Attach attested copies of the following with the Application Form:
 - Degrees, Certificates and certificate(s) of experience.
 - C.N.I.C.
 - E.O.B.I Card (if applicable)

N.B.

- Only the applicants possessing the relevant qualifications mentioned below may apply for the required post:-
 - Masters Level Subjects. English, Urdu, Mathematics, Physics, Chemistry, Biology, History, Geography, Political Science, Pakistan Studies, Islamiyat, Home Economics (Child Development, Food & Nutrition), Fine Arts and Computer Science.
 - Graduation Level Subjects. English Literature, Urdu Literature, Maths, Physics, Chemistry, Botany, Zoology, Psychology, Fine Arts, Computer Science, Political Science and Pakistan Studies
- The applicant will be called for interview only if there exists a vacancy.
- The application will remain valid for one year only.
- Incomplete/incorrectly filled in application form will not be entertained.

Applicant's recent
passport size
photograph

(Please paste)

Position Applied for:

Please mention here, in order of preference, the subjects you can teach to different classes:

| Subjects | Classes |
|---|---|
| <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |
| <input style="width: 100%; height: 20px;" type="text"/> | <input style="width: 100%; height: 20px;" type="text"/> |

| | |
|----------------------------|--|
| 1. Applicant's Name | <input style="width: 100%; height: 20px;" type="text"/> |
| 2. Father's Name | <input style="width: 100%; height: 20px;" type="text"/> |
| 3. Date of Birth | <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Day <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Month <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Year |
| 4. a. Nationality | <input style="width: 100%; height: 20px;" type="text"/> |
| b. Religion | <input style="width: 100%; height: 20px;" type="text"/> |
| c. Sect | <input style="width: 100%; height: 20px;" type="text"/> |
| 5. a. Place of Birth | <input style="width: 100%; height: 20px;" type="text"/> |
| b. Country | <input style="width: 100%; height: 20px;" type="text"/> |
| 6. C.N.I.C No. | <input style="width: 100%; height: 20px;" type="text"/> |
| 7. Marital Status: | Married: <input style="width: 30px; height: 20px;" type="text"/> YES <input style="width: 30px; height: 20px;" type="text"/> NO Divorced: <input style="width: 30px; height: 20px;" type="text"/> YES <input style="width: 30px; height: 20px;" type="text"/> NO Widower/ Widow: <input style="width: 30px; height: 20px;" type="text"/> YES <input style="width: 30px; height: 20px;" type="text"/> NO |
| 8. a. Spouse's Name | <input style="width: 100%; height: 20px;" type="text"/> |
| b. Qualifications: | <input style="width: 100%; height: 20px;" type="text"/> |
| Profession: | <input style="width: 100%; height: 20px;" type="text"/> |
| 8. Number of Children: | <input style="width: 100%; height: 20px;" type="text"/> |
| Age of the Eldest Child: | <input style="width: 100%; height: 20px;" type="text"/> |
| Age of the Youngest Child: | <input style="width: 100%; height: 20px;" type="text"/> |
| 9. Present Address: | <input style="width: 100%; height: 20px;" type="text"/> |
| | <input style="width: 100%; height: 20px;" type="text"/> |
| 10. a. Tel. Nos. (1) Res. | <input style="width: 100%; height: 20px;" type="text"/> |
| (2) Work Place | <input style="width: 100%; height: 20px;" type="text"/> |
| (3) Mobile | <input style="width: 100%; height: 20px;" type="text"/> |
| b. E-mail Address (if any) | <input style="width: 100%; height: 20px;" type="text"/> |
| 11. Permanent Address: | <input style="width: 100%; height: 20px;" type="text"/> |
| | <input style="width: 100%; height: 20px;" type="text"/> |

12. Did you ever apply for a job in this School before?

YES

NO

If yes, give reference _____

13. **Educational Qualifications:**

| Examination | Year of Passing | Div./ Grade | Subjects | Medium of Instruction | Institutions & Place | Private / Regular | Board/ University |
|--------------|-----------------|-------------|----------|-----------------------|----------------------|-------------------|-------------------|
| Matric | | | | | | | |
| Intermediate | | | | | | | |
| Graduation | | | | | | | |
| Masters | | | | | | | |
| | | | | | | | |
| | | | | | | | |

14. Co-curricular activities during studentship: (University/Provincial/National Level only)

a. _____

b. _____

15. **Professional Qualifications (B.Ed; M.Ed or any other):**

| Qualification | Year | Area of Specialization | University/College | Division/ Grade |
|---------------|------|------------------------|--------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |

16. **Computer Skills.** MS Office (Word , Excel , Power Point) Internet (Tick relevant box)
Others (Give details) _____

17. **In-Service Training:**

| Sr. No. | Courses/Workshops Attended | Period | | Institute/Agency |
|---------|----------------------------|---------------|-------------|------------------|
| | | From dd-mm-yy | To dd-mm-yy | |
| | | | | |
| | | | | |
| | | | | |

18. **Teaching Experience:**

| Sr. No. | Name(s) with Place(s) of the Institution(s) Served | Period | | Classes Taught | Subject (s) Taught | Medium of Instruction |
|---------|--|------------------|----------------|----------------|--------------------|-----------------------|
| | | From dd-mm-yy | To dd-mm-yy | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

19. **Administrative Experience:**

| Sr. No. | Name(s) with Place(s) of the Institution(s) Served | Period | | Position(s) Held |
|---------|--|------------------|----------------|------------------|
| | | From dd-mm-yy | To dd-mm-yy | |
| | | | | |
| | | | | |
| | | | | |

20. Please mention the co-curricular activities organized by you as a teacher:

- a. _____
- b. _____
- c. _____

21. Please give two references (for verification of antecedents):

| Name | Address | Telephone |
|------|---------|-----------|
| | | |
| | | |

22. Mention in your own handwriting why you wish to take up teaching assignment at The Punjab School (about 50 words).

Last Pay Drawn _____, Minimum Acceptable Salary Rs. _____ per month

Date:

Signature

FOR OFFICE USE ONLY

Recommendations of the Principal/Headmistress (Based on Evaluation Proforma)

Date: _____

Signature: _____

Recommendations of Selection Committee

Date: _____

Signature: _____

Appointed

Wait-listed

Regretted

Designation _____ Wing _____

Pay Scale _____ Additional Increments (if any) _____

Gross Salary _____ Per Month

Executive Director

Date: _____

Chief Executive