

Kindly read the following instructions carefully before downloading the form:

- Only those candidates who have sent in their details in the **Prescribed Application Form** shall be considered for the post.
- Resume's or CV's sent otherwise shall not be considered.
- Photograph has to be pasted and not stapled.
- Fill the details clearly in block letters.
- Under experience (Teaching / Non Teaching) fill in last 3 years experience, starting with the current / last job details.
- Do not attach any Certificates (qualification / experience) or CV / Resume along with the form.

**Scroll down for Application Form...**



**JOB**

[www.gdgoenka-gurgaon.com](http://www.gdgoenka-gurgaon.com)

Name .....

Post applied for .....



# Application Form

**G.D. GOENKA PUBLIC SCHOOL**

Block-A, 'Vipul World', Sector - 48, Gurgaon-122001, Haryana • Epabx-M.: +91-9818800801 | 9818900901 | 8826293374 | 8826293375



## ACADEMIC QUALIFICATIONS

### SENIOR SECONDARY/ A LEVEL OR EQUIVALENT (PLEASE SPECIFY)

Examination	Board	Subjects	Year	Level	Grade/ Percentage	School

### GRADUATION / POST GRADUATION

Degree Passed	Subjects	Year	Division	% of marks obtained	University/ College

### EDUCATIONAL DEGREE/ DIPLOMA/ CERTIFICATE (B.Ed/NTT etc.)

Degree Passed	Subjects	Year	Division	% of marks obtained	University/ College

### TEACHING EXPERIENCE

School	Subjects taught	Grades/ Classes	Curriculum	From d/m/y to d/m/y	Total	Reason for Leaving

## PROFESSIONAL TRAINING AND EXPERIENCE (FOR NON-TEACHING POSTS)

### TRAINING

Name of the Institution	Course attended	From d/m/y to d/m/y	Total	Shorthand/ Typing speed/ Grade

### EXPERIENCE

Name of Organisation	Nature of work	From d/m/y to d/m/y	Total	Reason for leaving

List games you play Special Distinctions achieved Name literary or cultural activities in which interested. Mention any distinctions achieved. 

State whether "Captain"/"Secretary"/"President" of a Team/ Club/ Society. Give names of School/ Colleges where these positions held.

Any other special particulars/ achievements 

## REFERENCES

Note: References(not related to you) must be able to comment on your professional performances and/or academic achievements

Name  Designation  Telephone Address  City/ State  Pin Code Name  Designation  Telephone Address  City/ State  Pin Code How much notice required for joining Minimum salary acceptable Have you ever applied for any post in any G. D. Goenka School earlier? If so, when? 

I hereby certify that the particulars furnished above are correct to the best of my knowledge and belief. I have not concealed any information likely to impair my fitness for employment. If it is revealed later that I have given false/incorrect details or concealed material information, my services are liable to summary termination without any notice or compensation.

If selected, I shall produce:

- Medical Certificate from a recognised Hospital/ Clinic/ Registered Medical Practitioner (indicating, in the case of ladies, if they are pregnant)
- Experience certificate from my last employer duly counter signed by the Zonal Educational Officer or the competent authority.
- Original certificates for verification

Date  Place Signature of Applicant 

## FOR OFFICE USE ONLY

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