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APPLICATION FOR THE POST OF

**VICE PRINCIPAL**

**ST. PAUL’S SCHOOL, HAUZ KHAS,**

C-3, Safdarjung Development Area, New Delhi-110016

RECENT

Photograph

# NAME :

DATE OF BIRTH : DATE OF APPLICATION :

**Monogram**

**ST. PAUL’S SCHOOL, HAUZ KHAS**

C-3, Safdarjung Development Area, New Delhi-110016

Ref : Advertisement in Dated :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Name in full (Surname last) | : |  | |
| 2 | Father’s name | : |  | |
|  | a) Profession | : |  | |
|  | b) Place of work | : |  | |
| 3 | Mother’s name |  |  | |
|  | a) Profession | : |  | |
|  | b) Place of work | : |  | |
| 4 | Spouse’s name |  |  | |
|  | a) Profession | : |  | |
|  | b) Place of work | : |  | |
| 5 | a) Date of birth | : | b) Age on 31st Dec. of this year : | |
| 6 | Place of birth | : |  | |
| 7 | Mother tongue | : |  | |
| 8 | Languages spoken at home | : |  | |
| 9 | a) Height (in cm.) | : | b) Weight (in kg.): | |
| 10 | Address for communication | : |  | |
|  | PIN: | | | |
|  |  |  | Phone : | Mobile: |
|  |  |  | E-mail: | |
| 11 | Permanent address | : |  | |
|  |  |  |  | |
|  |  |  | PIN: | Phone: |
| 12 | Marital status | : | □ Unmarried □Married; Any other: | |
|  | If married, details of children | : | a) Number | : |
|  |  | : | b) Age | : |
|  |  | : | c ) Sex | : |

1. Educational Qualifications\* :
   1. **Academic:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Exam. passed | Name of the School / College/  University | Subjects | % / Grade | Year of passing | Board / University |
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* 1. **Professional:**

1. Total experience: Teaching: Administrative:
2. Details of employment (Starting with **Current**) \*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Designation | Nature of duty | Period of employment (Years & duration) | Reason for leaving |
|  |  |  |  |  |
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*(\* Use additional sheet, if required)*

1. Hobbies:
2. Participation in **professional** programmes:
3. Profile of ***Professional Growth\*:***

|  |  |  |  |
| --- | --- | --- | --- |
| Theme of workshop/training  programme attended | Conducted by  (Institution & Resource person) | Place | Dates and duration |
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*(\* Use additional sheet, if required)*

|  |  |
| --- | --- |
| 19 | Mention any experience/innovative work done based on leadership intervention: |
| 20 | Strengths/traits that make you suitable for this assignment: |

## Traits/abilities you will have to (a) improve, (b) cultivate fresh, if you get this assignment.

1. Proficiency in languages:

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Speaking | Reading | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Any remarks you would like to make:
2. Salary:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salary | Grade | Basic Pay | Allowance | Total |
| Last/currently drawn (Rs.) |  |  |  |  |
| Expected (Rs.) |  |  |  |  |

1. If selected how much time would you require to join:
2. References (other than relatives). Please provide full mailing address including e-mail address and mobile numbers:

Personal Professional

|  |  |
| --- | --- |
| 1. | 1. |
|  |  |
|  |  |
|  |  |
| 2. | 2. |
|  |  |
|  |  |
|  |  |

I hereby certify that the foregoing information is correct and complete to the best of my knowledge and belief, and nothing has been concealed. If at any time, I am found to have concealed any information or giving any false detail, I am liable for appropriate action.

Date: Signature: