

**ARMY PUBLIC SCHOOL KAPURTHALA**  
**APPLICATION FOR ADM / NON TEACHING STAFF**

Post applied for \_\_\_\_\_

**Please read the instructions on Page 3 before filling the application.**

Please paste recent  
passport size colour  
photograph.

**Do not staple.**

**1. PERSONAL DATA**

- (a) Name in full (Block letters) : \_\_\_\_\_
- (b) Son/Daughter/wife of : \_\_\_\_\_
- (c) Date of Birth : \_\_\_\_\_
- (d) Nationality : \_\_\_\_\_
- (e) Religion : \_\_\_\_\_
- (f) State : \_\_\_\_\_
- (g) Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (h) Contact Details :-
- Landline No(with STD Code) : \_\_\_\_\_
- Mob No : \_\_\_\_\_
- Email ID : \_\_\_\_\_
- Whatsapp No : \_\_\_\_\_

**2. PRESENT / PREVIOUS OCCUPATION**

- (a) Designation of Post : \_\_\_\_\_
- (b) Name and Address of Institution/Organization : \_\_\_\_\_
- (c) Designation & Contact Number of superior In charge : \_\_\_\_\_
- (d) Period of notice you will have to give, if selected? : \_\_\_\_\_
- (e) What salary are you drawing? : \_\_\_\_\_

**3. PERSONAL DETAILS**

- (a) Martial status Single/ Married/ Widowed
- (b) If married/widowed : \_\_\_\_\_
- Name & occupation of spouse : \_\_\_\_\_
- No of children with age and sex : \_\_\_\_\_
- : \_\_\_\_\_
- : \_\_\_\_\_

**4. EDUCATIONAL RECORDS : School, College Or University**

Give details of all exams starting from matriculation onwards.

Examination	Name of University/ Board/ Institute	Year of Passing	Subjects Taken	Percentage (%)

5. Languages you can read write and speak fluently.

- (a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_

6. Any books/articles written? Give details : \_\_\_\_\_

**7. EXPERIENCE :**

Fill the particulars in chronological order starting with your appointment.  
(if there is not enough space attach a separate sheet).

Name of organisation / Institute	Appointment	Period		No of Years
		From	To	

**8. APTITUDE:**

(a) Interest in cultural activities / Games: \_\_\_\_\_

(b) Hobbies: \_\_\_\_\_

**9. HEALTH:** Medical, Disability/Specific Ailment (if any): \_\_\_\_\_

**10.** Specify achievement in sports: \_\_\_\_\_

**11. COMPUTER KNOWLEDGE** (Separate sheet can be att.)

(a) Have you done any degree/diploma in computer give details: \_\_\_\_\_

(b) Any experience on Hardware / Networking. \_\_\_\_\_

(c) Do you know basic computer (Knowledge of MS Office (Excel, Word & Power-point), Internet applications, if yes give details: \_\_\_\_\_  
\_\_\_\_\_

(d) Basic knowledge of accountancy: \_\_\_\_\_

**12. OTHER ACTIVITES**

(a) Membership and office in professional association: \_\_\_\_\_

(b) Please indicate personal characteristics, interests and aspirations you have, which will be valuable to this institution: \_\_\_\_\_  
\_\_\_\_\_

**13.** Give names of two references (Not related to the applicant)

(a) Name: \_\_\_\_\_ (b) Name \_\_\_\_\_

Address \_\_\_\_\_ Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

**AGREEMENT**

If appointed:-

(a) I agree to abide by the AWES Rules and Regulations for Army Public Schools.

(b) I undertake to serve the school till the end of Academic Session.

(c) I solemnly state that all the above particulars/statements are true to the best of my knowledge and belief.

Date ..... (Signature of applicant)

**INSTRUCTIONS TO CANDIDATES**

1. Please download and print the Application Form.

2. All details at Ser 1 (Personal data) are mandatory. Fill up in Block letters.

3. Send by post / by hand. No applications will be accepted via e-mail.

5. Send DD for Rs 100/- in favour of Army Public School Kapurthala payable at Kapurthala.