

**OIL VALLEY GIRLS' & BOYS' SCHOOL**  
APPLICATION FOR EMPLOYMENT AS TEACHING FACULTY

Please attach  
a 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) State : \_\_\_\_\_
- (f) Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Details :-

- (g) Landline No(with STD Code)-----
- Mob No-----
- Email ID-----

**2. LAST OR PRESENT OCCUPATION:**

- (a) Designation of Post : \_\_\_\_\_
- (b) Name and Address of Institution/Organization : \_\_\_\_\_
- (c) Designation of Head / Superior In charge : \_\_\_\_\_
- Contact No of Head / Superior  
(may be contacted at the final stage of appointment) : \_\_\_\_\_
- (d) : \_\_\_\_\_
- (e) Period of notice you will have to give, if selected? : \_\_\_\_\_
- (f) Present / last salary drawing & perks? : \_\_\_\_\_

**3 FAMILY LIFE**

- (a) Marital status Single/Married/Widowed
- (b) If married/widowed Name & occupation of spouse  
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No of children with age and gender  
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4 **EDUCATIONAL RECORDS : School, College Or University**

Give details of all exams starting from Secondary School onwards

Examination	Distance / Regular	Medium of instruction	Subjects opted	Marks Obtained	Percentage	Division/ Rank	Year of Passing	Name of school/Colleg e/Institution	Name of University/ Board/

5. Have you cleared CTET: \_\_\_\_\_ : \_\_\_\_\_ TET \_\_\_\_\_ : \_\_\_\_\_  
(date) (date)

6. Write the name of classes you are able to teach with subjects (Attach separate sheet if necessary):-

(a) Classes \_\_\_\_\_ (b) subjects: \_\_\_\_\_

7. Training in NCC/ Scouting,/ Vocal or Instrumental Music/Dance/ Art/ Dramatics or such other activities, Give rank, status/proficiency achieved.....

8. Merit Scholarship won? If yes, write in brief:

9. Languages you can read write and speak fluently:

10. Any books/articles written? If so, give their titles/ Magazines in which published?  
 \_\_\_\_\_

11. **EXPERIENCE:**

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

Experience as PGT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	Medium of Instructions	No of pupils taken	Total Exp in Years
From	To						
Experience as TGT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	Medium of Instructions	No of pupils taken	Total Exp in Years
From	To						
Experience as PRT year (Exact dates to be indicated)		School/College	Subject taught	Classes taught	Medium of Instructions	No of pupils taken	Total Exp in Years
From	To						

Include any other post held which are relevant to the field of Education

12. **APTITUDE:**

- (a) Subject(s) which you enjoy teaching most? \_\_\_\_\_
- (b) Other area : \_\_\_\_\_

13. What indoor/outdoor games you can take with boys and girls?

Indoor Boys : \_\_\_\_\_ Outdoor Boys: \_\_\_\_\_

Indoor Girls : \_\_\_\_\_ Outdoor Girls: \_\_\_\_\_

14. **HEALTH:**

- (a) What kind of health do you keep?.....
- (b) Do you need any medical treatment/assistance for the disease you are suffering from.....
- (c) Are you differently abled? Give details

15. **CO-CURRICULAR ACTIVITIES (Besides GAMES AND SPORTS)**

What co-curricular activities can you teach? \_\_\_\_\_

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

- (a) If you have you done any degree/diploma in computer give details:
- (b) Any experience on working on computer? Write in details.
- (c) Do you own a personal Laptop? If yes give details:
- (d) Your knowledge of computer hardware :

17. **OTHER ACTIVITES**

- (a) In answering please indicate personal characteristics, interests and aspirations you have which you believe will be valuable to this institution:
  - (i) \_\_\_\_\_
  - (ii) \_\_\_\_\_

18. Give names of two references, which should know you well personally and have an intimate knowledge of your work (not relatives)

- (a) Name: \_\_\_\_\_ (b) Name \_\_\_\_\_
- Address \_\_\_\_\_ Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

19. I have been selected at the following Organization/Institution/Establishment Interviews held at \_\_\_\_\_ on \_\_\_\_\_.

20. What is your performance in teaching? Please write in details:

**Agreement:**

- 21. If appointed:-
  - a. I agree to abide by the Rules and Regulation for Oil Valley Girls' & Boys' School.
  - b. I undertake to serve in the Oil Valley Girls' & Boys' School, Dibrugarh, for one academic session i.e. till the end of the final term up to the finalization of the results of the classes I will be teaching or a period as specified/ fixed / agreed with the management.
  - c. I confirm that I am aware that my services would be liable to transfer in organizational interest at the discretion of the management.
  - d. I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

Date ..... ..

**(Signature of applicant)**

**INSTRUCTIONS TO CANDIDATES:**

Please download and print the Application Form. Fill up in Block Capitals.  
 All details are mandatory. Don't leave any query blank, write N/A if not applicable.  
 Paste one recent coloured passport size photograph on the form.