



THE PUNJAB SCHOOL

APPLICATION FORM - TEACHING STAFF

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

For (Tick \sqrt relevant branch)

Township Kot Khawaja Saeed Johar Town

Lake City Khayaban-e-Jinnah

Please read the following instructions carefully:

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

N.B.

- a. Only the applicants possessing the relevant qualifications mentioned below may apply for the required post:-
 - (1) 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.
 - (2) Graduation Level Subjects. English Literature, Urdu Literature, Maths, Physics, Chemistry, Botany, Zoology, Psychology, Fine Arts, Computer Science, Political Science and Pakistan Studies
- b. The applicant will be called for interview only if there exists a vacancy.
- c. The application will remain valid for one year only.
- d. 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:

<u>Subjects</u>	<u>Classes</u>

1. Applicant's Name
2. Father's Name
3. Date of Birth

 Day

 Month

 Year
4. a. Nationality _____ b. Religion _____ c. Sect _____
5. a. Place of Birth _____ b. Country _____
6. C.N.I.C No.
7. Marital Status: Married:

 YES

 NO

 Divorced:

 YES

 NO

 Widower/ Widow:

 YES

 NO
8. a. Spouse's Name
- b. Qualifications: _____ Profession: _____
8. Number of Children: _____ Age of the Eldest Child: _____ Age of the Youngest Child: _____
9. Present Address: _____

10. a. Tel. Nos. (1) Res. _____ (2) Work Place _____ (3) Mobile _____
- b. E-mail Address (if any) _____
11. Permanent Address: _____

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

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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