

# **THE SHRI RAM SCHOOL**

Vasant Vihar : D-3 Street, Vasant Vihar, New Delhi – 110 057  
 DLF Campus : Mousari Avenue, Phase-III DLF City, Gurgaon



## **PERSONAL DATA FORM**

**POST APPLIED FOR** : \_\_\_\_\_

**FULL NAME IN BLOCK LETTERS** : \_\_\_\_\_

SURNAME	FIRST	MIDDLE
_____	_____	_____

**ADDRESS TO WHICH COMMUNICATION MAY BE SENT** : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRESENT ADDRESS** : \_\_\_\_\_  
 \_\_\_\_\_

**PERMANENT ADDRESS** : \_\_\_\_\_  
 \_\_\_\_\_

**MALE** : \_\_\_\_\_

**FEMALE** : \_\_\_\_\_

**TEL. NO.** : RES. \_\_\_\_\_  
 OFF. \_\_\_\_\_

**MOBILE** : \_\_\_\_\_

**E-MAIL** : \_\_\_\_\_

**TEL. NO.** \_\_\_\_\_

- N.B. 1. Please complete in your own hand writing.
2. Attested copies of certificates and testimonials will be required to be submitted later.
  3. Please answer all questions completely. If necessary, please attach a separates and add any additional information which may be relevant.
  4. Please give in a separate sheet full details of the scope of work under each employer as shown under the head "EMPLOYMENT RECORD" page 3.

<b>FOR OFFICE USE ONLY</b>		
EVENT	DATE	OUTCOME
TEST		
PRELIMINARY INTERVIEW		
FINAL INTERVIEW		
SOURCE OF APPLICATION		

### PERSONAL PARTICULARS

FULL NAME (IN BLOCK LETTERS)			FATHER'S NAME				
DATE OF BIRTH			PLACE OF BIRTH	PHYSICAL CHARACTERISTICS			
DATE	MONTH	YEAR		AGE	HEIGHT	WEIGHT	ANY DISABILITY
MARITAL STATUS: SINGLE/MARRIED/WIDOWED/SEPARATED			SPOUSE NAME	NAME AND ADDRESS OF ORGANISATION OF SPOUSE IF EMPLOYED			
RELIGION							

DETAILS OF CHILDREN / OTHER DEPENDANTS:

NAME					
DATE OF BIRTH					
RELATIONSHIP					

LANGUAGES KNOWN SPEAK:	READ:	WRITE:

### EDUCATIONAL HISTORY

NAME AND ADDRESS OF HIGH SCHOOL/COLLEGE	UNIVERSITY To which affiliated	YEAR OF		DEGREE / DIPLOMA	PRINCIPLE SUBJECTS	% MARKS DIV.
		ENTERING	PASSING			

PARTICULARS OF ANY PRACTICAL UNDERGONE	PERIOD OF TRAINING	
	FROM	TO

### EXTRA CURRICULAR ACTIVITIES WITH DISTINCTIONS, IF ANY


**EMPLOYMENT RECORD (STARTING FROM PRESENT EMPLOYMENT)**

EMPLOYED		EMPLOYER'S NAME AND ADDRESS	POSITION HELD	TOTAL STARTING SALARY	PRESENT SALARY		REASONS FOR LEAVING
FROM	TO				BASIC	TOTAL	

**REMUNERATION PARTICULARS (PRESENT EMPLOYMENT)**

AS ON \_\_\_\_\_

PARTICULARS	QUANTUM / REMARKS	PARTICULARS	QUANTUM / REMARKS
PAY SCALE		L.T.C	
BASIC PAY		MEDICAL	
D.A.		GRATUITY	
HOUSE RENT ALLOWANCE		PENSION	
CONVEYANCE ALLOWANCE		OTHER (PL. SPECIFY)	
P.F. CONTRIBUTION			

SPECIFY PRESENT SPEED (IN WORDS PER MINUTE)	TYPING	SHORTHAND	ARE YOU FAMILIAR WITH WORD PROCESSOR? PLEASE ELABORATE
ENGLISH:			
HINDI:			

**HAVE YOU BEEN PREVIOUSLY INTERVIEWED BY TSRS ? IF YES**

NAME OF SITE	FOR THE POST OF	DATE OF INTERVIEW	RESULT	If have worked in TRSRS		
				FROM	TO	POSITION HELD

**REFERENCES**

**PLEASE GIVE THE NAMES OF TWO PERSONS WHO CAN COMMENT ON YOUR PERFORMANCE AND INTEGRITY, PREFERABLY PREVIOUS EMPLOYERS:**

NAME & DESIGNATION	ADDRESS	TELEPHONE NO.	
		OFFICE	RES.

**HAVE YOU ANY RELATIVES IN THIS ORGANISATION? IF YES**

NAME	POSITION	SITE	RELATIONSHIP

HAVE YOU BEEN INVOLVED IN ANY CRIMINAL PROCEEDINGS? IF YES, GIVE PARTICULARS

CAN A REFERENCE BE MADE TO YOUR EMPLOYERS?

YES / NO

ARE YOU PREPARED TO SERVE ANY WHERE IN INDIA?

YES / NO

ARE YOU REGISTERED WITH EMPLOYMENT EXCHANGE?

IF YES. REGN. NO. \_\_\_\_\_ PLACE \_\_\_\_\_

WHAT MINIMUM SALARY INCLUSIVE OF ALL PERKS DO YOU EXPECT?

RS. \_\_\_\_\_

HOW MUCH NOTICE WILL YOU REQUIRE TO JOIN?

\_\_\_\_\_

**DECLARATION**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed. I am not aware of any circumstances that may impair my fitness for employment. If I am at any time found to be have concealed any material information or given any false details, my appointment shall be liable to summary termination without notice or compensation.

DATE \_\_\_\_\_ PLACE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**FOR OFFICE USE ONLY**

PRELIMINARY INTERVIEW NOTES:

FINAL INTERVIEW NOTES:

DATE: \_\_\_\_\_ PLACE \_\_\_\_\_

DATE: \_\_\_\_\_ PLACE \_\_\_\_\_