

A.M.M.MATRICULATION HR. SEC. SCHOOL,
KOTTURPURAM, CHENNAI 85.

Photograph

APPLICATION FOR EMPLOYMENT
(to be filled in the candidate's own handwriting)

Name _____

Position applied for _____

PERSONAL PARTICULARS

1. Address for Communication: _____

2. Permanent Address: _____

Tel.No: Res.	Mobile:	E-mail :
" " Off.		

3. Date of Birth	4. Marital Status
5. Husband's / Father's Name Occupation	

6. **EDUCATIONAL QUALIFICATION:**

S.N	Name of University Institution/School	From	To	Course/ Degree	Specialisation	% Marks / Division

7. **Details of any training undergone apart from professional qualification**

Course	Description	Duration	Details of institute

8. **Previous Employment Record:**

From	To	Name of Organisation	Designation	Job Responsibilities	Last drawn Salary [p.m]

9. **Present Job Responsibilities:**

10. **Person to be contacted in emergency:**

Name: _____

Address: _____

_____ Tel.No: _____

11. Blood Group: _____

12. Details of any serious illness / permanent disability _____

13. Have you ever applied and been interviewed for any post in this School? If so, when and with what result? Yes / No

14. Are you related to any employee of the School? If so, give particulars of the post held by him / her, Division / Unit and your exact relationship. Yes / No

15. Have you had any major illness, operation or accident? Give details.

16. What are your leisure time interest and hobbies? Do you hold any office in a Group or Society for promotion of your hobbies / profession?

17. What games do you play?

18. Languages you can: (Underline mother tongue) a) Speak b) Read c) Write

19. **References:** Give below the names and addresses of two persons, one of which must apply to your trade or profession, who can be referred to for your suitability for the position, references should not be either related to you or be any of your close personal friends.

Name of the Referee	1)	2)
Occupation		
Address & Phone No.		

I hereby declare that the particulars given by me herein are, to the best of my knowledge and belief, true and correct and nothing has been concealed. If I am at any time found to have concealed any material information or given any false details, my appointment shall be liable to termination without notice or compensation.

Place: _____

Date: _____

Signature of the Applicant

Date Recd. _____ Int. date _____ Selected / Not Selected