



# THE PUNJAB SCHOOL

## APPLICATION FORM - TEACHING STAFF

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

**For (Tick  $\checkmark$  relevant branch)**

Township	<input type="checkbox"/> Kot Khawaja Saeed	<input type="checkbox"/> Johar Town	<input type="checkbox"/>
	<input type="checkbox"/> Khayaban-e-Jinnah	<input type="checkbox"/> WAPDA Town	<input type="checkbox"/> Aghosh Sheikhupura

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 to 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
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4. a. Nationality _____	b. Religion _____	c. Sect _____
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5. a. Place of Birth _____	b. Country _____
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6. C.N.I.C No.	
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7. Marital Status: Married:	YES	NO	Divorced:	YES	NO	Widower/ Widow:	YES	NO
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**8. Particulars of Spouse**

a. Spouse's Name	
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b. Qualifications: _____	Profession: _____
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9. Number of Children: _____	Age of the Eldest Child: _____	Age of the Youngest Child: _____
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10. Present Address: _____	
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11. a. Tel. Nos. (1) Res. _____	(2) Work Place _____	(3) Mobile _____
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b. E-mail Address (if any) _____	
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12. Permanent Address: _____	
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13. Did you ever apply for a job in this School before?

YES

NO

If yes, give reference \_\_\_\_\_

14. **Educational Qualifications:**

Examination	Year of Passing	Div./ Grade	Subjects	Medium of Instruction	Institutions & Place	Private / Regular	Board/ University
Matric							
Intermediate							
Graduation							
Masters							

15. Co-curricular activities during studentship: (University/Provincial/National Level only)

a. \_\_\_\_\_

b. \_\_\_\_\_

16. **Professional Qualifications (B.Ed; M.Ed or any other):**

Qualification	Year	Area of Specialization	University/College	Division/ Grade

17. **Computer Skills.** MS Office (Word , Excel , Power Point ) Internet  (Tick  relevant box)  
Others (Give details) \_\_\_\_\_

18. **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).

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\_\_\_\_\_

Last Pay Drawn \_\_\_\_\_, Minimum Acceptable Salary Rs. \_\_\_\_\_ per month

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature

# FOR OFFICE USE ONLY

## Recommendations of the Principal/Headmistress (Based on Evaluation Pro forma)

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Recommendations of Selection Committee

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Appointed

Wait-listed

Regretted

Designation \_\_\_\_\_ Wing \_\_\_\_\_

Pay Scale \_\_\_\_\_ Additional Increments (if any) \_\_\_\_\_

Gross Salary \_\_\_\_\_ Per Month

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Executive