

GARODIA INTERNATIONAL CENTRE FOR LEARNING
Garodia nagar, Ghatkopar (e) Mumbai -77

Form of Application as an (Assistant) Teacher

Dated.....

To,
The Principal,
Garodia International Centre for Learning,
Ghatkopar
Mumbai

Dear Sir,

I wish to apply for the post of _____ at the Garodia International Centre for Learning, Ghatkopar.

I give below the details regarding my qualifications for the above post for your perusal and consideration.

- 1. **NAME IN FULL**.....
(Surname followed by other names in block letters)
- 2. **DATE OF BIRTH**
- 3. **PRESENT ADDRESS**
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Please affix a
passport size
photograph

4. **PERMANENT ADDRESS (IF ANY)**..... Tel no : _____
.....

5. **Religion** **Nationality**.....

6. **State whether: Married, Single, Widowed or Divorced**.....

7. (a) **FULL NAME OF SPOUSE IF MARRIED**

(b) **Present occupation of the spouse**

(c) **Name of the organization**.....

(d) **Telephone Numbers**.....

(e) **Place of Residence**.....

8. Details of Children

SR	NAME	SEX	AGE	CLASS	PRESENT SCHOOL

9 (a) Details of Schooling Of Applicant

NAME OF THE SCHOOL	LOCATION	MEDIUM OF INSTRUCTION	YEAR(S)	CLASSES

(b) Names (s) of Academic Certificate(s) secured Division

(c) Details of prizes and awards during the last five years of school

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10. (a) Details of Higher Education of Applicant.

College/ university	Location	Year(s)	Medium of Instructions	Diploma/degree	Subjects	Division

10 (b) Details of prizes, awards, honors etc gained at college / university

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11 (a) Details of Profession(s)/other training(s)

College/ University	Location	Year(s)	Medium of Instructions	Diploma/Degree	Subjects	Division

10 (b) Details of prizes, awards, honors etc gained during the above period

12. Subjects you would prefer to teach, indicating Class levels, in order of preference.

Subjects	Class Level(s)

13. Other Qualification if any

14. Particulars of previous full time / part- time service.

Sr.	Name of Post held	School/ Organization	Duration give years	Name of duties Performed

15. Present Post held

(b) Nature of Duties

(c) Present Salary and Allowance

- i) Basic Salary
- ii) Dearness Allowance
- iii) Other Allowance

(d) Pay expected if appointed

(e) Name, Designation and Address of your Present Employer

Name: Designation:

Address:

(f) Reason for wishing to leave

(g) Period of Notice Required to be given to present employer, if employed

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16. Co –curricular activities

(a) Sports and games interests

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..... **Attainments**

(b) N.C.C/Scouts /Cubs /DEAS /Nature Club/Interact/Jr.Red Cross

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(c) Cultural Interests

..... **Attainments**

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17 Health

I am of sound health and physically equal to the work requirement in your school and am fully prepared to undertake whatever curricular, co-curricular and other responsibilities are delegated to me.

18. Referees

I give below the names and addresses, with designation, of three referees, one who can comment on my professional ability and two others who can comment on my personal qualities and character.

I have also enclosed, for your perusal, testimonials by the three referees named below.

List of referees with designations and addresses.

SRNO	NAME AND ADDRESS	DESIGNATION

Yours faithfully,

(Signature in full)