

DAY STAR SCHOOL

MANALI – H.P. KULLU DISTT. 175131

Affix
Recent
Photograph

STAFF APPLICATION FORM

POSITION APPLIED FOR _____
APPLICATION RECEIVED BY SCHOOL OFFICE _____

Name in full (CAPITAL LETTERS) _____

Phone No. (Res.) _____ Mobile _____ (Off.) _____

Present Address _____

Permanent Address _____

Date of Birth _____ Place of Birth _____ Nationality _____

Sex _____ Religion _____

(Underline one) Single/Married/Legally Divorced/Separated/Widowed

If married, please attach marriage certificate. If pregnant, please tick _____

If married, is spouse seeking an appointment? No / Yes. Position _____

No. of Children: _____

NAME	SEX	D.O.B	PRESENT CLASS	EDU. PLANS

Will children continue in present School or do you intend to apply for admission to Day Star School? Yes / No

PRESENT EMPLOYMENT

Name and address of the employer _____

When did this employment commence? _____

Last salary drawn Rs. _____ Expected salary Rs. _____

Your job duties _____

Reason for wishing to leave present employment _____

WORK COMMITMENT

How long are you planning to serve at Day Star School? _____

When would you be available to join the School if appointed? _____

Will you be willing to work in Day Star affiliated schools anywhere in Himachal? No/Yes _____

Please read the 'Educational Philosophy of DSS' available on the School website (www.daystarmanali.com).

Please attach 'no objection letter' and an experience certificate from the previous employer.

MENTION SOME SPECIAL SKILLS, IF ANY (such as remedial reading, English as a second language, administrative experience and expertise):

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PERSONAL INFORMATION:

Do you have any special health problems that would make it difficult for you to climb hill paths and live at about 7000 feet altitude? Yes / No.

Note: Asthma patients find the climate of Manali very trying during certain seasons.

ACTIVITIES & EXTRA-CURRICULAR ACTIVITIES (Underline those that you could coach or direct, put an 'X' in front of those in which you are especially interested)

Basketball ____ Volleyball ____ Dramatics ____ Sunday School ____ Gymnastic ____ Camping ____ Boy scouts ____
Student govern ____ Tennis ____ Photography ____ Soft ball ____ Track & field ____ Band ____ Girl scouts ____
Youth group ____ Orchestra ____ N.C.C. ____ Work programme ____ School paper ____ Choir ____ Debate ____
Nature study ____

If appointed, I will work within the spirit and the philosophy of the School and will abide by the 'Day Star Staff Service Rules'(available on the school website).

PREVIOUS EMPLOYMENT RECORD: (Where necessary, attach an additional sheet)

Institution, city country	Description of duties	from	to

If you have held more than three jobs in last five years please explain giving reasons for leaving each:

1.
2.
3.
4.
5.

EDUCATIONAL HISTORY (Begin with Secondary/High School)

(Record professional qualification below)

Institution, City, country	Degree or Diploma	SUBJECTS	Percentage of Marks secured

PROFESSIONAL QUALIFICATIONS HELD (Certificates, Educational degree, License, Diploma etc.) Include photocopies of all.

Medium of education _____

Institution, State or authority	Level or degree	Date	Date of expiry (if any)

WORK FOR WHICH YOU ARE QUALIFIED (List the subjects and class level in the order of your preference for your assignment)

First preference:
Second preference:
Third preference:

REFERENCES: (List at least three persons including some who have supervised your work)

NAME AND ADDRESS	TITLE OR POSITION	
1.		
2.		
3.		
4.		

WAIVE STATEMENT: 'I WAIVE ALL RIGHTS OF ACCESS TO REFEREES' STATEMENTS IN MY PERSONAL FILE AT DAY STAR SCHOOL.

Signature _____

Date _____