



# ARMY PUBLIC SCHOOL, DHAULA KUAN, NEW DELHI -110010

## APPLICATION FOR THE POST OF HEADMISTRESS



### 1. PERSONAL DATA :

- (a) Name in full (Block letters) : \_\_\_\_\_
- (b) Daughter/wife of : \_\_\_\_\_
- (c) Date of Birth : \_\_\_\_\_
- (d) Age as on 1<sup>st</sup> Aug, 2022 : \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days
- (e) Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (f) Marital Status : \_\_\_\_\_
- (g) Name & occupation of the spouse (if married) : \_\_\_\_\_  
\_\_\_\_\_
- (h) Number of children with age & sex : \_\_\_\_\_
- (i) Contact details: Landline No. (with STD code) : \_\_\_\_\_  
Mobile number : \_\_\_\_\_  
Email ID : \_\_\_\_\_

### 2. PRESENT/LAST OCCUPATION

- (a) Designation of Post : \_\_\_\_\_
- (b) Name & Address of the Institution/ Organization: \_\_\_\_\_  
\_\_\_\_\_
- (c) Notice period (if applicable) you will have to serve, if selected: \_\_\_\_\_
- (d) Current remuneration : \_\_\_\_\_
- (e) Expected remuneration : \_\_\_\_\_



4. **EXPERIENCE:** Fill the particulars in chronological order starting with your current appointment (if there is not enough space, please attach a separate sheet).

Experience (Exact dates to be indicated)		School/ College	Subject taught/ leadership position held	Designation	Classes taught/ supervised	Total experience
From	To					
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
						___ Yrs ___ Months
<b>Total Experience</b>						___ Yrs ___ Months
<b>Teaching experience as PRT</b>						___ Yrs ___ Months
<b>Administrative experience in Schools/Educational Institutions</b>						___ Yrs ___ Months

**Note :-**Include all posts held which are relevant to the field of Education)

5. **INITIATIVES TAKEN:**

- (a) As a teacher :
- (b) As a leader :

6. **MEDICAL HISTORY:**

- (a) Are you suffering from any medical condition which needs regular attention :
- (b) If yes, please specify :

7. **COMPUTER KNOWLEDGE**

Program	Level of Proficiency		
	Good	Satisfactory	Can be better
MS Word			
MS Excel			
MS PowerPoint			
Any other (pls specify)			

8. **NAME & CONTACT DETAILS OF THE REFERENCES :** ( Please also specify the nature of the association with the individual).

9. **AGREEMENT** : If appointed:-

- (a) I agree to abide by the AWES Rule and Regulation for Army Public Schools.
- (b) I undertake to serve the School till the end of the academic session/ period specified/ fixed by the management.
- (c) I solemnly state the all the above particulars/statements are true to the best of my knowledge and belief.

10. **I am attaching Demand Draft bearing No \_\_\_\_\_ dated \_\_\_\_\_ for Rs 500/- (Rupees five hundred only) payable in favour of 'ARMY PUBLIC SCHOOL DHAULA KUAN'.**

(Signature of applicant)

Date .....

Name : \_\_\_\_\_

**Points to Note:**

1. The form can be submitted physically in the School Campus, Army Public School, Ridge Road, Dhaula Kuan, New Delhi, 110010 (at Reception), anytime between 09:00a.m – 02:00p.m, Monday – Friday. The envelope must clearly state '**Application for the post of Headmistress**'.
2. Please fill all the fields. Incomplete form will be rejected.
3. Form received without the Demand Draft will not be considered.