**BASIC INFORMATION FORM**

Full Name: ……………………………………………………………………………………………………………………………..

(In block letters)

Present Address: ……………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………

Permanent Address: ………………………………………………………………………………………………………………

(If different from above)

…………………………………………………………………………………………………………………………………………………

Tel. off Resi. /PP.: Mobile:

Email ID: Emergency Contact:

Living with Parents Own House Rented House House Rent Rs. 

Date of Birth Age Religion community SC/ST Native Place





Marital Status: single Married Widow Divorced

Height Weight Left Eye Right Eye



Power of Spectacle



General Condition of health: Fair Good Blood Group Voluntary Donor

Physical disablement, If any ……………………………………………………………………………………………………………………………………………….

“Were you ever seriously ill or operated?” Yes/No, If yes, give details: ……………………………………………………………….......

…………………………………………………………………………………………………………………………………………………………………………………

***EDUCATION:***

| Examination | Name & Address of School / Collage | University / Board | Year of Passing | | Division | % marks | Main subjects |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |  |  |  |
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Mention any special merits or failure in your education career (If any failure, reason thereof) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which is your field of interest: ……………………………………………………………………………………………………………………………………

***FAMILY DETAILS***

|  | ***Name*** | ***Age*** | ***Qualification*** | ***Contact No.*** | ***Occupation/school*** |
| --- | --- | --- | --- | --- | --- |
| Husband / Wife |  |  |  |  |  |
| Children |  |  |  |  |  |
|  |  |  |  |  |  |
| Father |  |  |  |  |  |
| Mother |  |  |  |  |  |

***PRESENT EMPLOYMENT***

Name and Address of school……………………………………......................................... …………………………………………………………………………….

Presently teaching which class / subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Teaching Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joining Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Salary: \_\_\_\_\_\_\_\_\_\_\_

Subject Specialization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for seeking new job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| ***TEACHING HISTORY*** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (Start from the beginning & do not mention your present employment) | | | | | | | | | |
|  | **School Name & Address** | **From** | | **To** | | **Designation** | **Gross Salary (Including all)** | |
|  | **Month** | **Year** | **Month** | **Year** | **On Joining** | **On Leaving** |
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| ***Seminars/ Workshop Attended***   | ***Year*** | ***Place*** | | --- | --- | |  |  | |  |  | |  |  | |  |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |

1. Can a reference be made to your previous employers? Yes /No
2. (No reference will be made to your present employers without your permission)
3. Have you ever applied for employment before? If Yes
   1. Position applied for ………………………………………………………..
   2. When interviewed? ………………………………………………………….. c. If selected, reason for not joining …………………………………………
4. Applied through a) Advertisement b) Walk-in Interview c) Data Bank d) Other ……………………………………………………………………….
5. Any Additional information you would like to give ………………………………………………………………………………………………………………………
6. Minimum expected gross salary include PF (Contribution of management) ………………………………………………. …………………………………………………………………………………………………………………………………………………………………………………………

I agree that my employment(s) is subject to the verification of the statement(s) made by me in this form.