

Faculty: Job Application Form

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| --- | --- | --- | --- |
| Application for the post of |  | Department/Subject |  |

|  |  |
| --- | --- |
| Name |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Highest Qualification |  | Passing Year |  | PEC Reg. No.  (*if applicable*) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Experience (Years) | Academic |  | Industrial |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Gender | Male Female | Date of Birth | \_\_/\_\_/\_\_\_\_ | Domicile |  |

|  |  |
| --- | --- |
| Address |  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| Mobile No(s). |  |  |

|  |  |
| --- | --- |
| E-Mail |  |

|  |  |  |
| --- | --- | --- |
| **Salary** | **Current Salary** | **Expected Salary** |
|  |  |

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| --- |
| **FOR OFFICE USE** |

###### Application Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Short Listed Not Short Listed if not, reason(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature & Name of Dealing Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History** (descending order)

1. **Teaching**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organization** | **Designation** | **Scale** | **Job Profile** | **Experience** | | |
| **From** | **To** | **YY-MM-DD** |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
| **Total** | | | | **\_\_\_\_\_\_YY, \_\_\_\_\_\_ MM, \_\_\_\_\_\_DD** | | |

1. **Industrial** *(if any,* descending order*)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organization** | **Designation** | **Scale** | **Job Profile** | **Experience** | | |
| **From** | **To** | **YY-MM-DD** |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
| **Total** | | | | **\_\_\_\_\_\_YY, \_\_\_\_\_\_ MM, \_\_\_\_\_\_DD** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Experience**  (Teaching & Industrial) | **Years** | **Months** | **Days** |
|  |  |  |

**Academic Background** (descending order)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/ Certificate** | **Year of Award** | **Subject** | **University/ Institute/ Board** | **Grade/**  **Division/ CGPA** |
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| **Additional Information in support of your Application**   * + - 1. Why do you think you are suitable for this position?       2. Please describe yourself in a short paragraph |

. **References:-** Provide Two Academic/Professional References

**Reference No: 1**. Name……………………………………………………………………..

Position…………………………………………… Phone No………………………………...

Address…………………………………………………………………………………………

………………………………………………….Email……………………………………

**Reference No: 2**. Name……………………………………………………………………..

Position…………………………………………… Phone No………………………………...

Address…………………………………………………………………………………………

………………………………………………….Email………………………………………..

As part of our procedure for processing your job application, your references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job.