PERSONAL DATA FORM

(TEACHING STAFF)

NAME: ________________________________

PREFIX   FIRST NAME   MIDDLE NAME   SURNNAME

POST APPLIED FOR: ________________________________

1. Please type, or fill in using BLOCK letters.
2. Please answer all questions completely.
3. If necessary, please attach an additional sheet in order to add any additional information that may be relevant.
4. You may attach your “Resume” to this form.
5. Please attach attested copies of Certificates and Testimonials.
6. Original documents should be presented when called for interview.
1. PERMANENT ADDRESS

2. ADDRESS FOR COMMUNICATION

3. BIRTH DATE: ____________________________ 4. BIRTH PLACE: ____________________________

5. RELIGION: ______________________________

6. HEIGHT: ______ CM  WEIGHT: _____ KG

7. MARITAL STATUS:  □ UNMARRIED  □ MARRIED  □ DIVORCED  □ SEPARATED  □ WIDOWED

8. NATIONALITY: _________________________

9. DOMICILE: ____________________________

10. DETAILS OF PARENTS:

<table>
<thead>
<tr>
<th>FATHER</th>
<th>MOTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td></td>
</tr>
<tr>
<td>AGE</td>
<td></td>
</tr>
<tr>
<td>CAREER</td>
<td></td>
</tr>
</tbody>
</table>

11. NAME AND EDUCATIONAL QUALIFICATIONS OF SPOUSE:

<table>
<thead>
<tr>
<th>ACADEMIC DEGREES / CERTIFICATES, ETC.</th>
<th>PROFESSIONAL QUALIFICATIONS / SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

12. EMPLOYMENT DETAILS OF SPOUSE:

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>DESIGNATION</th>
<th>INCOME PER ANNUM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

13. DETAILS OF CHILDREN:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SEX</th>
<th>AGE</th>
<th>EDUCATION</th>
<th>PROFESSION / FUTURE PLANS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
14. OTHER DEPENDENTS:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>SEX</th>
<th>AGE</th>
<th>REASON OF DEPENDENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

15. DETAILS OF PHYSICAL DISABILITIES, IF ANY:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. HOBBIES AND SPECIFIC INTERESTS:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>HOBBIES / INTERESTS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

17. MEMBERSHIP OF SOCIAL, CULTURAL, RELIGIOUS, OR POLITICAL ORGANISATIONS:

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
### 18. ACADEMIC QUALIFICATIONS (GRADE X ONWARDS):

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Course / Diploma / Degree</th>
<th>Name of School &amp; College with Address</th>
<th>Name of Board / University</th>
<th>Month &amp; Year of Passing</th>
<th>Full Time / Correspondence / Private</th>
<th>Specialization / Subjects</th>
<th>% &amp; Div.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class X</td>
<td></td>
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<tr>
<td>2</td>
<td>Class XII</td>
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<tr>
<td>3</td>
<td>Graduation</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>4</td>
<td>Post Graduation</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### 19. PROFESSIONAL QUALIFICATION:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Course / Diploma / Degree</th>
<th>Name of Institute / College with Address</th>
<th>Name of University</th>
<th>Month &amp; Year of Passing</th>
<th>Full Time / Part Time / Correspondence / Private</th>
<th>Specialization / Subjects</th>
<th>% &amp; Div.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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</tr>
</tbody>
</table>

### 20. PROFESSIONAL TRAINING (CERTIFICATE / DIPLOMA / DEGREE PROGRAMS)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nature of Training</th>
<th>Duration</th>
<th>Period</th>
<th>Training Organisation</th>
<th>Subject / Area Of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<td>3</td>
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</table>

### 21. LANGUAGE PROFICIENCY:

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>READING</th>
<th></th>
<th></th>
<th>SPEAKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>Average</td>
<td>Good</td>
<td>Average</td>
<td>Good</td>
</tr>
<tr>
<td>HINDI</td>
<td>Average</td>
<td>Good</td>
<td>Average</td>
<td>Good</td>
</tr>
<tr>
<td>ANY REGIONAL LANGUAGE</td>
<td>Average</td>
<td>Good</td>
<td>Average</td>
<td>Good</td>
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</tbody>
</table>

Tapti Valley International School, Surat
## 22. COMPUTER PROFICIENCY:

<table>
<thead>
<tr>
<th></th>
<th>NIL</th>
<th>AVERAGE</th>
<th>GOOD</th>
<th>EXCELLENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS OFFICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORD PROCESSING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPREADSHEET</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILE MANAGEMENT</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>POWER POINT</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>INTERNET BROWSING</td>
<td></td>
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<tr>
<td>ADDITIONAL INFORMATION</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

## 23. DETAILS OF HONOURS AND SCHOLARSHIPS DURING EDUCATIONAL CAREER:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

## 24. DETAILS OF HONOURS IN SPORTS / CO CURRICULAR ACTIVITIES DURING SCHOOL / COLLEGE:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

## 25. DETAILS OF PRACTICAL, ON THE JOB TRAINING, DURING EDUCATIONAL CAREER:

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>TRAINING TENURE</th>
<th>DETAILS</th>
</tr>
</thead>
</table>

## 26. DETAILS OF ANY ORIGINAL PAPERS OR THESES PRESENTED BY YOU:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
27. MEMBERSHIP OF PROFESSIONAL INSTITUTES / ASSOCIATES:

<table>
<thead>
<tr>
<th>NAME OF ASSOCIATION</th>
<th>MEMBER / ASSOCIATE SINCE (DATE)</th>
<th>NATURE OF ASSOCIATION</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

28. ANY SPECIAL SKILLS THAT YOU POSSESS:


29. STRENGTHS:

1. 
2. 
3. 
4. 
5. 

30. WEAKNESS (if any):

1. 
2. 
3. 
4. 
5. 

31. (A) WORK EXPERIENCE (REVERSE CHRONOLOGICAL ORDER)

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF THE SCHOOL / INSTITUTION</th>
<th>DAY / RESIDENTIAL BOYS / GIRLS / CO-EDU</th>
<th>CLASS &amp; SUBJECTS TAUGHT</th>
<th>PERIOD FROM</th>
<th>TO</th>
<th>RESULT %age</th>
<th>LAST SALARY DRAWN</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

TOTAL TEACHING EXPERIENCE
31. (B)  

i) Have you tried any innovative method while teaching?

ii) For which class and how was it taken by students:

iii) Write a few lines about it.

31. (C) PRESENT EMPLOYMENT:

NAME AND ADDRESS OF SCHOOL / ORGANISATION

NATURE OF EMPLOYER’S BUSINESS

IF A SCHOOL, SPECIFY NO. OF:

(A) TEACHERS

(B) STUDENTS

(C) PRIMARY BRANCHES

(D) SECONDARY BRANCHES

WHAT EXAMINATION BOARD IS THE SCHOOL AFFILIATED TO?

IS THE SCHOOL A MEMBER OF THE IPSC  
NPSC  
IAYP  
ANY OTHER (Specify) 

SPECIFY YOUR DATE OF JOINING:

SPECIFY YOUR DESIGNATION AT THE TIME OF JOINING:

PRESENT DESIGNATION:

DATE APPOINTED TO PRESENT POSITION:

<table>
<thead>
<tr>
<th>PRESENT JOB RESPONSIBILITIES (in brief)</th>
<th>ORGANISATION CHART INDICATING REPORTING RELATIONSHIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

If you have held your present appointment for less than one year, please describe your previous appointment in as much detail as possible, on a separate sheet.
31. (D) DETAILS OF EDUCATION RELATED SHORT TERM TRAINING UNDERGONE, DURING THE LAST 3 YEARS:

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>ORGANISATION / INSTITUTE</th>
<th>DATE &amp; DURATION</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

32. REMUNERATION PARTICULARS (PRESENT EMPLOYMENT)

AS ON: ____________________

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>QUANTUM</th>
<th>PARTICULARS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY SCALE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BASIC SALARY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEARNESS ALLOWANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOUSE RENT ALLOWANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHERS (please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL (CONSOLIDATED SALARY)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

33. WHAT ARE YOUR SALARY EXPECTATIONS? (PLEASE INDICATE TOTAL SALARY PER MONTH)


34. WHY DO YOU WANT A CHANGE IN JOB?


35. IF SELECTED, EARLIEST DATE YOU CAN JOIN?
REFERENCES

Give below the names of two references, not related to you, whom we may contact. At least one should be holding a responsible position in your line of occupation.

<table>
<thead>
<tr>
<th>Referee’s name</th>
<th>Referee’s position &amp; organisation</th>
<th>Relationship to Applicant</th>
<th>Referee’s E-mail ID and phone no.</th>
<th>How long you have known the referee?</th>
</tr>
</thead>
<tbody>
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</table>

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed. I am not aware of any circumstances that may impair my fitness for employment. If I am, at any time, found to have concealed any material information or given any false details, my appointment shall be liable to summary termination without notice or compensation.

DATE

PLACE

SIGNATURE
### ONLY FOR OFFICE USE

<table>
<thead>
<tr>
<th>QUALIFICATION</th>
<th>Ph.D</th>
<th>PG</th>
<th>GRADUATE</th>
<th>M.ED / B.ED</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPERIENCE</td>
<td>YEARS</td>
<td>MONTHS</td>
<td></td>
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</table>

### Knowledge Base

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Remarks</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Personality</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Remarks</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Communication Skills</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Remarks</th>
</tr>
</thead>
</table>

### Willing to relocate to Surat

- YES
- NO
- LOCAL

### Time required for joining

- 2 MONTHS
- 1 MONTH
- 15 DAYS
- WEEK

### Present Employment

**Designation**: 
**Salary**: 
**Perks**: 

### Interview Panel:

**Name**: 
**Signature**: 

**Name**: 
**Signature**: 

**Name**: 
**Signature**: 

### If Selected:

**Designation**: 
**Grade / Salary**: 
**Perks**: 
**Date of joining**: 

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*Tapti Valley International School, Surat*