



N. L. Dalmia® High School

(A School of Excellence of N. L. Dalmia Educational Society)
ICSE - ISC
ISO 9001:2008

Kindly affix a
(5.5 x 4.5) size
photograph
(With white background –
70% face coverage)

NON ACADEMIC

Post Applied for: _____

Category: (Please tick the appropriate category)

Admin HR Accounts Counsellor IT Librarian Sports

Other

Personal Data:

Title: Dr. Mr. Mrs. Miss

Surname	First Name	Father's / Husband's Name
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Date of Birth: Blood Group

Do you wear spectacles? Yes / No. If Yes – Lens Power L: _____ R: _____

Do you have any Medical condition? Please Specify:

Place of Birth:

Town/City District
State Country

Mother Tongue

Marital Status: Single Engaged Married Separated Divorcee Widowed

Permanent Address:

Bldg. Flat No. Floor No.

Street

Area Pin code

District State Country

Telephone Mobile No.

Present Address: (If same as above kindly tick the box)

State of Accommodation Owned Rented Paying Guest

Bldg. Flat No. Floor No.

Street

Area Pin code

District State Country

Telephone Mobile No.

Email Id: _____

Family Data:

Relation	Name	Age	Occupation	Office Name / Address
Father				
Mother				
Husband / Wife				
Particulars of Children (If any)	Name	Age	School / College	Class
I				
II				

Educational Data:

	Name of the Institution	City	University/Board	Year	Marks %	Medium of Instruction
SSC / X						
HSC / XII						
Graduation (B.A./B.Com/B.Sc.)						
Post Graduation (Subjects)						
Diploma						
Training/ Professional Course						
Special Qualification						

Employment Data / Work Experience (Begin with last including current Organization)

Details of Present / Previous Employment		Name of the Organization	Designation	Salary Drawn	Reason for Leaving – other than better prospects
From	To				

Any Special Skills: _____

Have you been conferred upon with any special award or recognition: YES / NO

If yes, Please give details: _____

How much time would it take for you to commute from your present residence to NLDHS?

Please mention your 3 strengths and weaknesses:

Sr. No	Strengths	Weaknesses
1		
2		
3		

How do you rate yourself on a scale of 1 to 10, where 1 is low and 10 is high?

- | | | | |
|-----------------------------------|---------|--------------------------------------|---------|
| <input type="radio"/> Sincerity | - _____ | <input type="radio"/> Team Work | - _____ |
| <input type="radio"/> Hard work | - _____ | <input type="radio"/> Responsibility | - _____ |
| <input type="radio"/> Punctuality | - _____ | <input type="radio"/> Creativity | - _____ |

Expected Salary: _____

If selected how soon you can join? _____

Is any faculty - staff of NLDHS known to you? If yes, Please give details.

Kindly give two references of persons in responsible position whom we can refer to before or during the course of Employment

Sr. No.	Name	Address	Contact No. / Mobile No.	Occupation	No. of years known
1.					
2.					

***Note:**

1. The information given above is true and no material information has been withheld.
2. I agree to furnish the support documents on request.

Date: _____

Place: _____

Signature