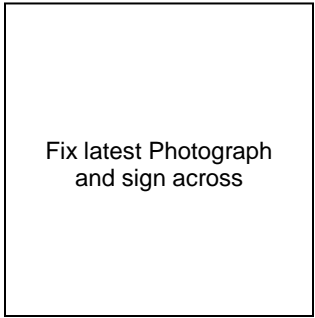


Sr. no. of entry at reception Date: Reference (If any).....

Sir Marshal Group of Schools (HSP), Punjab
Administrative Executive/ Security Guard (Armed/ Unarmed)/ Driver
 (Please fill which is applicable and in your own handwriting)



1. Name of the post applied for:
2. Name (Mr. / Ms. / Mrs.):
3. Date of Birth & age as on today:Category.....
4. Driving License No.: Social Security No.
5. Correspondence Address:
 Permanent Address:
6. Tel. Number (at least 2 no's):Email
7. Marital Status: (Single/ Married/ Divorcee), If married, state details of children with age:
 Name..... Age.....Sex, Name..... Age.....Sex.....
8. Academic/ Professional qualification (Please provide details with highest qualification)

Examination Passed	Board/ College/ University	Passing Yr.	Subjects & Percentage	Regular/ Correspondence
Any other				
Post Graduation				
Graduation				
Senior Secondary				
Secondary				

9. Details of Administrative/ Accountant/ Security Guard/ Driving experience (if any)

Name of the school	Responsibilities held	For classes	No. of years

10. Father's Name & Profession:
11. Mother's Name & Profession:
12. Siblings (Brother's & Sister's):
13. If applicant is a lady, Spouse Name & Occupation:
14. If physically challenged, mention disability type & its percentage
15. Are you in any type of social network site, if yes, please mention:
16. Are you in any education course at present..... Do you intend to join any education course within a year from joining the school Do you plan to go on leave within a year of joining

17. Are you tech-savvy (Yes/ No), If yes, which software & suite you can operate
18. What is your typing speed (WPM): English, Hindi, Punjabi Do you have on-hands experience on Automated SW & general office equipments & supplies mention
19. Do you have detailed knowledge of E.P.F/ T.D.S:Can you prepare balance sheet for Income Tax Department Do you have other part time jobs also if yes mention If job demands, are you ready to work overtime without expecting any extra money: If job demands travelling are you comfortable: Vehicle you can drive (2 or 4 wheeler):
20. If applying for armed security guard mention your valid pistol license number
21. Do you undergone any firearms instructor training, if yes, please mention course title administered by and course length.....
22. Have you ever served in armed force (if yes) length of service mode of discharge
23. Have you ever worked with any Guard Company, if yes, mention it
24. Have you ever been declared incompetent by reason of mental defect or disease Are you suffering from habitual drunkenness or any narcotic addiction if yes, mention.....
25. Have you ever been convicted of a misdemeanor or felony Do you have a passport
26. Do you have (LMV or HMT) License. License expiration date..... Class of equipment (Trailer/ Truck/ Bus/ Tractor or Semi trailer/ Motor coach/ LMV or others) Driving experience Any course or training completed Accident Record (if any) Traffic Convictions (other than parking violations).....
27. Notice period required for joining, if selected Expected Salary:
28. Any special information about yourself.....
29. Why do you want to join us

Declaration: I hereby declare that the information furnished by me is correct and complete. I hereby agree that any false statement I make in this application shall result in cancellation of my candidature.

Signature of the applicant

(NOTE: Copies of certificates of degrees, testimonials and a passport size photograph etc. should be attached with the application (attested by the applicant herself / himself). Originals must be produced at the time of joining. Applicant called for interview to come at her/his own expense.)

For office use
Interviewed by: (Chairman/ Principal/ Board Member/ Panel)

Interviewed on.....

Remarks: