



Date: _____

NAVAL KG SCHOOL

OLD NAVY NAGAR, COLABA, MUMBAI – 400 005

PHONE NO: 022 68525640 / 7208512120

DATA SHEET**(Headmistress / Coordinator/Teacher /Accountant/ Clerk/Peon/ Helper/Watchman)**

(Please fill in your own handwriting)

**Paste your
Latest
Coloured
Photo**

To,
The Officer-in-Charge/Headmistress,
Naval KG School, Old Navy Nagar
Colaba, Mumbai – 05

SUB: _____
(Specify the post applied for)

1. Full Name in Block Letters: (In Hindi) _____
(In English) _____
2. Present Address: _____
_____ Pin Code _____
Landline No: _____ Mobile No: _____
3. Permanent Address: _____
_____ Pin Code _____
Landline No: _____ Email id: _____
4. Date of Birth: _____ Age _____ Years _____ Mother Tongue : _____

5. Language Known:

<u>Languages</u>	<u>To Read (Yes/No)</u>	<u>To Write (Yes/No)</u>	<u>To Speak (Yes/No)</u>
English			
Hindi			

6. Educational Qualification:

<u>Sr. No</u>	<u>Qualification</u>	<u>Year of Passing</u>	<u>Name of School / College</u>	<u>Name of Board/University</u>	<u>Marks (%) Obtained</u>	<u>Division</u>
(a)	Xth					
(b)	XIIth					
(c)	Graduation					
(d)	Post Graduation					

7. Professional Qualification:

<u>Sr. No</u>	<u>Qualification</u>	<u>Year of Passing</u>	<u>Name of School / College</u>	<u>Name of Board/University</u>	<u>Marks (%) Obtained</u>	<u>Division</u>
(a)	Montessori/ECCED/NTT					
(b)	Computer Course					
(c)	Any Other					

8. Computer Knowledge:

<u>Sr. No</u>	<u>Course</u>	<u>Good (Yes/No)</u>	<u>Fair (Yes/No)</u>	<u>Very Good (Yes/No)</u>	<u>Excellent (Yes/No)</u>
(a)	MS Word				
(b)	MS Excel				
(c)	MS Power point				

9. Typing Speed: _____ wpm (in English)
10. Knowledge of writing cash account book _____ (Fair / Good/Very Good/Excellent)
11. **Present Experience with the Job:** (Presently Working)

<u>Sr. No</u>	<u>Name of School/Firm</u>	<u>Designation</u>	<u>From</u>	<u>To</u>	<u>Reason for Leaving</u>	<u>Full Address & Contact No of Employer</u>	<u>Salary Drawn (Per Month)</u>

12. **Past Experience with the Job:** (Ascending Order)

<u>Sr. No</u>	<u>Name of School /Firm</u>	<u>Designation</u>	<u>From</u>	<u>To</u>	<u>Reason for Leaving</u>	<u>Full Address & Contact No of Employer</u>	<u>Salary Drawn (Per Month)</u>

13. Salary Expected (Per month) : _____

14. References:_____

15. **Personal Particulars:**

(a) **Marital Status :** _____

Father's / Spouse Name Rank, Personal No	
Unit of Father / Spouse	
Occupation of Father / Spouse	
Mobile No. / Landline No of Father / Spouse.	
Full Office Address of Father / Spouse	

(b) **No. of Children (If Any):**

<u>Sr. No.</u>	<u>Full Name of the Child</u>	<u>Gender</u>	<u>Age</u>	<u>Studying In</u> <u>(Name of School & Address)</u>

16. Whether suffering from any illness / allergy / Any medical Issues (If Yes-Please provide details)_____

17. Professional Courses / Additional Courses / Achievements / Appreciation Letters (If any please enclose):_____

18. Write about yourself & Family:_____

19. How Long (No of years) can you work at School (if selected)_____

20. Information about vacancy was known from_____

(Name of Newspaper / Command daily order / Angre daily order)

21. Any Personal issues / anything to specify_____

22. Have you applied in NCS?_____

23. Can you join immediately?_____

24. I am ready to provide Original DOB / Graduation Passing certificate /Montessori / ECCED / NTT Certificates (School will issue Acknowledgement Receipt)_____ (Write Yes & Sign)

I hereby certify that above information provided are correct to the best of my knowledge and I have not hidden any information, I fully understand this job is Non-Governmental. If particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Date : _____

Place : _____

(Candidates Signature)

Please submit Xerox copies of following: (Prior conduct of interview only)

- | | |
|---|------------------|
| (a) Class X th & XII th | _____ (Yes / No) |
| (b) Graduation Passing Certificate | _____ (Yes / No) |
| (c) Montessori / ECCED/NTT | _____ (Yes / No) |
| (d) All Experience Certificates | _____ (Yes / No) |
| (e) DOB Certificate | _____ (Yes / No) |
| (f) Address Proof | _____ (Yes / No) |
| (g) ID Proof(Pan Card / Aadhar Card/Diving Certificate) | _____ (Yes / No) |
| (h) Photo | _____ (Yes / No) |

***Strike off which is not applicable**

Checked By: _____
Clerk (Admin)