



RECENT  
PHOTO

# The Heritage School

Kolkata

## APPLICATION AND PERSONAL DATA FORM

POSITION APPLIED FOR \_\_\_\_\_

### PERSONAL PARTICULARS

(PLEASE FILL IN THE REQUIRED DETAILS IN YOUR OWN HAND WRITING)

(If necessary, attach separate sheet and add any additional information which you feel to be relevant)

FULL NAME \_\_\_\_\_  
(In Block Letters) (First Name) (Middle Name) (Surname)

PRESENT ADDRESS \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

Father's / Husband's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_  
(If employed give designation and official address)

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ RELIGION \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

CHILDREN'S AGE & SEX: (1) \_\_\_\_\_ Yrs; M / F (2) \_\_\_\_\_ Yrs; M / F (3) \_\_\_\_\_ Yrs; M / F

LANGUAGES KNOWN

Sl. No.	Languages Known	Speak	Read	Write
1.				
2.				
3.				
4.				

**EDUCATIONAL QUALIFICATION**

Degree / Exam	Name & Location of School / College / University	Year of		Subjects	Medium	Grade / %
		Entering	Leaving			

Publication of papers 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Honours and Scholarships Awarded } 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Membership of Tech. & Prof. Institutions 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**EXTRA-CURRICULAR ACTIVITIES**

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**EMPLOYMENT HISTORY**

Period		Position	Employer's Name & Address	Last Salary Drawn	Reasons for Leaving
From	To				

**REFERENCES**

Two references not related to you of which at least one should be holding a responsible position in the line of your occupation, preferably your present or past employer.

Sl. No	Name	Occupation	Address	Phone No.	Email
1.					
2.					

HAVE YOU BEEN INVOLVED IN ANY COURT PROCEEDINGS? IF YES, GIVE DETAILS.

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HEALTH HISTORY

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PHYSICAL DISABILITY (IF ANY)

Notice required by present employer: \_\_\_\_\_

- 1) How did you come to know of this vacancy. \_\_\_\_\_
- 2) Have you applied earlier for any position at Heritage ? Yes / No
- 3) Have you appeared for any interview at Heritage ? If yes, give details \_\_\_\_\_

**DECLARATION**

I certify that the information provided here is correct and complete to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any false details, my candidature is liable to be rejected without notice or compensation.

\_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_ (Signature of the Applicant)

Note: Please attach self attested copies of all your testimonials and ID proof.

**FOR OFFICE USE ONLY**

Mr./Ms \_\_\_\_\_ may be appointed as \_\_\_\_\_ as a **contractual employee**  
in the department of \_\_\_\_\_ for a period of \_\_\_\_\_  
wef \_\_\_\_\_ with basic pay of Rs \_\_\_\_\_ and other allowances of Rs \_\_\_\_\_ per month \_\_\_\_\_

OR

A **regular employee** in the department of \_\_\_\_\_ from \_\_\_\_\_ with a basic pay of Rs \_\_\_\_\_  
in addition of other allowances as per the rules.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_