

# American International School System

## Application for Employment

Date of application:	Post applied For:	Are you employed now?	Date of availability, if hired?	<b>Instructions</b>  <b>1. Please fill up Application Form in your own hand writing.</b>  <b>2. Please paste 1 recent Passport Size Photograph here in the box and attach 2 with this application.</b>  <b>3. Please attach Photocopies of employment &amp; educational certificates.</b>										
Full Name:		Minimum per month gross salary acceptable?												
Father / Husband's Name:		Your date & place of birth?												
Present Residential Address:		Phone:	Mobile:											
Permanent Residential Address:		Phone:	Mobile:											
Marital Status:  <input type="checkbox"/> Single <input type="checkbox"/> Engaged <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er)		Nationality:	Base Town:	Religion:										
		Blood group:	Weight & Height:	Identification Mark:										
Were You ever employed by AISS?  Period: _____ Position: _____  Location: _____ Why Left? _____  Do you have any relative, working for or have ever worked in AISS?  If Yes give detail:		In case of emergency notify (Next of Kin)  Name: _____  Address: _____  Relationship: _____ Phone : _____ Mobile: _____												
<b>EMPLOYMENT HISTORY</b>	<b>Duration</b>		<b>Name &amp; address of Organization</b>	<b>Designation</b>	<b>Last Salary</b>	<b>Reason for Separation</b>								
	<b>From</b>	<b>To</b>												
<b>LANGUAGES</b>	<b>Local &amp; Foreign</b> <small>(Tick as, A Fluent, B Fair, C Slight)</small>		<b>Speak</b>			<b>Read</b>			<b>Write</b>			<b>IV SPECIAL TRAINING / SKILLS</b>		
			A	B	C	A	B	C	A	B	C	IT:	Declamation:	
													Art:	Sports:
													Music:	Other:
<b>EDUCATION</b>	<b>Duration</b>		<b>Level</b>	<b>Institute and City</b>		<b>Degree/ Diploma</b>	<b>Major Subjects</b>							
	<b>From</b>	<b>To</b>												
			Business or vocational											
			University											
			College											
		School												
What are your hobbies & Sports activities?  _____  _____			Extra Curricular activities Give detail of your spare time interest.  _____  _____			List civic / professional / social / political organizations you have a membership of  _____  _____								

<b>DOCUMENTS OF IDENTIFICATION</b>	<b>Please attach one copy of each</b>	<b>NO. OF DEPENDENTS</b>
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National Identity Card No. <input type="text"/>	Date of expiry: <input type="text"/>	PARTICULARS	Age
		Wife / Husband's Name:	
		Children:	
		1.	
		2.	
		3.	

<b>GOVERNMENT / MILITARY SERVICE DETAIL</b>	<b>LEGAL HISTORY?</b>
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No.	Dept./ Unit:	Reason for leaving:	Have you ever been prosecuted/arrested? If yes give details:
Rank:	Duration:		

<b>HEALTH / FITNESS DETAIL</b>
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Have you ever been operated (if yes please give details)?	How much time have you lost from job due to sickness?	Are you presently under a physician's care?	Are you taking medication of any kind?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>REFERENCES (Three persons, who have known you over 2 years)</b>
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Name	Address	Phone	Occupation	Years Known
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>APPLICANT'S AGREEMENT</b>
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(Important – read carefully)

I understand that if I am accepted for employment with AISS, I will be placed on a probationary period and required to pass medical fitness tests. I hereby certify that the answers given by me to the foregoing questions are true and correct, to the best of my knowledge, without any consequential omissions whatsoever. I agree that AISS shall not be liable in any respect, if my application is rejected due to misleading answers or omissions made by me in this form. I authorize AISS to secure any information regarding myself and hereby release any person, firm or institution from all liabilities. Furthermore, I understand that if hired, my employment may be terminated on moral/disciplinary s ground at any time by the American International School System.

\_\_\_\_\_  
Applicant's Signature

<b>FOR OFFICE USE ONLY</b>
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Excellent <<< >>> Poor	5	4	3	2	1	Remarks
Appearance/Manners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attitude / Behavior	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Qualification	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Experience	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tech. Competence for this position	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Leadership/Potential	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall Rating	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Recommendations of interviewer

1 Can be accepted with real confidence.

2 Short listed for further interview.

3 Not suitable for hiring.

\_\_\_\_\_  
Interviewer's Signature

<b>APPROVAL FOR HIRING</b>
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Name:	Title:	Remarks:
Dept:	Salary:	
Grade:	Joining Date:	
Others:		
		_____ Human Resources department