



Application No. _____
(for office use only)

Date: _____

NAVAL KINDERGARTEN
Navy Nagar, Chennai - 600009

APPLICATION FORM
(Accountant / Clerk)

Paste your
latest colour
photo

To,
Senior Education Officer (SEDO)
INS Adyar,
Varuna Salai, Chennai – 600009

Sub: _____
(specify the post applied for)

1. Full Name in Block Letters: (In English) _____
2. Present Address: _____
Pin Code: _____
Mobile No.: _____ Alternate No.: _____
3. Permanent Address: _____
Pin Code: _____
4. Mother Tongue: _____ Email id: _____
5. Date of Birth: _____ Age: _____ Years _____ Months
(as on 01 July 2025)

6. **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			

7. **Educational Qualification:**

<u>Sr. No.</u>	<u>Qualification</u>	<u>Year of Passing</u>	<u>Name of school/ College</u>	<u>Name of University</u>	<u>Marks(%) Obtained</u>	<u>Division</u>
(a)	X					
(b)	XII					
(c)	Graduation					
(d)	Post Graduation					

8. **Professional Qualification:**

<u>Sr. No.</u>	<u>Qualification</u>	<u>Year of Passing</u>	<u>Name of school/ College</u>	<u>Name of University</u>	<u>Marks(%) Obtained</u>	<u>Division</u>
(a)						
(b)						
(c)						
(d)						

9. **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				

10. Typing Speed: _____ wpm (in English)

11. Knowledge of writing cash account book _____ (Fair/ Good/ Very Good/ Excellent)

12. **Present Experience with Job: (Presently Working)**

<u>Ser.</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>Last Salary Drawn (Per month)</u>

13. **Past Experience with Job: (Ascending Order)**

<u>Ser.</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>

14. Salary Expected (per month) : _____

15. References / Name: _____ Designation: _____
Contact No.: _____

16. 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 (Name of School & Address)</u>

17. Whether you are suffering from any illness / allergy / any medical issues (If Yes – Please provide details) _____

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

19. Write about yourself & Family: _____

20. How long (no. of years) can you work at school (if selected) _____

21. Information of vacancy was known from _____
(Name of the newspaper / HQ TNP daily order / Adyar daily order / Friends / WhatsApp)

22. Any personal issues / anything to specify: _____

23. Can you join immediately? _____

24. I am ready to provide original DOB / Graduation passing certificate / Diploma (School will issue and acknowledgement receipt) _____ (Write yes and sign).
25. Distance (in kms) from your present place of stay and the NKG, Chennai: _____.
26. Do you have a valid Driving license: Two Wheeler (_____) Four Wheeler (_____) Both (_____).

I hereby certify that the 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: _____

(Candidate Signature)

Please attach Xerox copies of the following along with the original application form.

- a) Class X & XII mark sheet
- b) Graduation passing certificate
- c) Diploma
- d) All experience certificates
- e) DOB Certificate
- f) Address Proof
- g) ID Proof (Pan card / Aadhar Card / Driving certificate)
- h) Passport size colour Photo (three copies) in an envelope

Verified by:
