



Application No. _____
(for office use only)

Date: _____

NAVAL KINDERGARTEN
Navy Nagar, Chennai - 600009

APPLICATION FORM
(Headmistress/Teacher)

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) | Montessori/ ECCED/ NTT | | | | | |
| (b) | Computer Course | | | | | |
| (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. **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> |
|-------------|-----------------------------|--------------------|-------------|-----------|---------------------------|---|--------------------------------------|
| | | | | | | | |

12. **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> |
|-------------|-----------------------------|--------------------|-------------|-----------|---------------------------|---|---------------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

13. Salary Expected (per month) : _____

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

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 (Name of School & Address)</u> |
|----------------|-------------------------------|---------------|------------|---|
| | | | | |
| | | | | |

16. Whether you are 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 of vacancy was known from _____
(Name of the newspaper / HQ TNP daily order / Adyar daily order / Friends / WhatsApp)

21. Any personal issues / anything to specify: _____

22. Can you join immediately? _____

23. I am ready to provide original DOB / Graduation passing certificate / Montessori / ECCED / NTT Certificates (School will issue and acknowledgement receipt) _____
(Write yes and sign).
24. Distance (in kms) from your present place of stay and the NKG, Chennai: _____.
25. 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) Montessori / ECCED / NTT
- 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:
