



Application No. \_\_\_\_\_  
(for office use only)

Date: \_\_\_\_\_

**NAVAL KINDERGARTEN**  
Navy Nagar, Chennai - 600009

**APPLICATION FORM**  
(MTS)

Paste your  
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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)	VII					
(b)	IX					
(c)	X					
(d)	XI					
(e)	XII					

8. **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 &amp; Contact No. of Employer</u>	<u>Last Salary Drawn (Per month)</u>

9. **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 &amp; Contact No. of Employer</u>	<u>Salary Drawn (Per month)</u>

10. Salary Expected (per month) : \_\_\_\_\_  
 11. References / Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 12. 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):** \_\_\_\_\_

Sr. No.	Full Name of the Child	Gender	Age	Studying in (Name of School & Address)

13. Whether you are suffering from any illness / allergy / any medical issues (If Yes – Please provide details) \_\_\_\_\_  
 14. Professional Courses / Additional Courses / Achievements / Appreciation Letters. (If any please enclose): \_\_\_\_\_  
 \_\_\_\_\_  
 15. Write about yourself & Family: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 16. How long (no. of years) can you work at school (if selected) \_\_\_\_\_  
 17. Information of vacancy was known from \_\_\_\_\_  
 (Name of the newspaper / HQ TNP daily order / Adyar daily order / Friends / WhatsApp)  
 18. Any personal issues / anything to specify: \_\_\_\_\_  
 19. Can you join immediately? \_\_\_\_\_  
 20. I am ready to provide original DOB / School passing Certificates (School will issue and acknowledgement receipt) \_\_\_\_\_ (Write yes and sign).  
 21. Distance (in kms) from your present place of stay and the NKG, Chennai: \_\_\_\_\_  
 22. 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.

- Mark sheet (Last attended grade)
- All experience certificates
- DOB Certificate
- Address Proof
- ID Proof (Pan card / Aadhar Card / Driving certificate)
- Passport size colour Photo (three copies) in an envelope

Verified by:

\_\_\_\_\_

