

SANGFORD EDUCATION PRIVATE LIMITED - Pre Screening

If you are not fluency in English, please stop filling this form.

If you can submit your original certificates during employment, please proceed further.

For Admin job, you have to post daily task on Admin WhatsApp group, If yes, please proceed further.

Name : _____ Position Applying for: _____

Age: _____ Date of Birth: _____ Mode of transportation from your home to school : _____
(Commute by)

Nationality: _____ Religion: _____ Community: _____ Caste: _____

QUALIFICATION:

SSLC - % of marks: _____ Metric/State/CBSE/ICSE, Medium of study: _____ Place: _____

HSC - % of marks: _____ State/CBSE/ICSE, Medium of study : _____ Place: _____

Graduation: _____ Subject: _____ Medium of Study: _____ Regular / Distance (Tick)

Post Graduation: _____ Subject: _____ Medium of Study: _____ Regular / Distance (Tick)

BEEd: _____ Subject: _____ Medium of Study: _____ Regular / Distance (Tick)
(Teaching job only)

Studied in CBSE School YES/NO: _____ **Worked in CBSE School YES/NO:** _____

COMPUTER KNOWLEDGE EXPERIENCE :

MS-Word: _____ MS-Excel: _____ MS-PowerPoint: _____ Mobile APP: _____ Web Designing: _____
Compulsory Development

Last Drawn Salary: _____ (Proof required, pay slip to be submitted at the time of appointment)

Expected salary: _____ At Present: working / Not working. If not working how long: _____
(Teaching job only)

Total teaching experience: _____, Experience in operating smart board & computer: _____

Total admin experience: _____ which company (or) school you worked more than **3** years _____
From year _____ to _____

Permanent Address: _____

Present Address: _____

How long you have been staying this address _____ year(s)/month(s)

How long you have been staying this address _____ year(s)/month(s)

Born _____ & Brought up _____

Staying in Permanent resident or rent: _____

Languages known: _____ (Read/Write/Speak)

Hobby: _____

Strength: _____

Weakness: _____

Ambition / Short / Long term goal: _____

(Note: It should be stapled along with resume, this is front cover sheet)

Father: _____ Occupation: _____

Mother: _____ Occupation: _____

Spouse: _____ Occupation: _____

Working (Spouse), where: _____ How long (years) _____

Brothers: _____ Sisters: _____

Child Name (1): _____ Age: _____ Boy/Girl: _____

Studying (Child), where: _____

Child Name (2): _____ Age: _____ Boy/Girl: _____

Studying (Child), where: _____

FOR TEACHING JOB (NON TEACHING JOB - DO NOT FILL):

Describe about Interactive teaching, Learning aid

Mobile no: _____ alternate no: _____ email: _____

Sign & Date

OFFICE USE ONLY

Date of Interview (1): _____ Time: _____ By: _____ Location: _____

Date of Interview (2): _____ Time: _____ By: _____ Location: _____

Reference: Web / Friends/ Advertisement _____

■ **Demo: Good / Average / Poor** _____ **Body Language :** _____

Modulation of Voice: _____ Appearance : _____

Concept Clarity : _____ Fluency in English: _____

■ **MS-Excel, MS-Word proficiency level:** _____ **Others:** _____

Confident Level : _____

■ **Salary :** _____ **Date of Join :** _____ **Others :** _____

Academic Policy Explained : Yes / No Attached : Yes / No

Sign & Date