



# IDA SCUDDER SCHOOL

VELLORE - 632 006

Photo

## STAFF SELECTION INTERVIEW FOR NON-TEACHING POST

(To be filled in by the applicant in own handwriting)

Application for the post of : Administrative Assistant

1. Name of the applicant : \_\_\_\_\_  
(In block letters)

2. Address : \_\_\_\_\_  
(Present address with pin code)

Mobile Number : \_\_\_\_\_

Email address : \_\_\_\_\_

Permanent Address : \_\_\_\_\_  
(If different from Present address)

3. Date of Birth : \_\_\_\_\_, Age: \_\_\_\_\_ Years

4. Place of Birth : \_\_\_\_\_

5. Nationality : \_\_\_\_\_

6. Religion : \_\_\_\_\_

7. Mother Tongue : \_\_\_\_\_

8. Educational Qualification :

Educational Data	Name of Qualifying Exam/Degree Obtained	Name of Institution/College	Main Subject	Period of Study	Year of Passing	Regular / Correspondence
High School						
Degree						
Post-Graduation						
Other Training completed, if any						

(Please enclose photocopies of all certificates)

**9. Work Experience:**

Name of the Institution & Place	Designation & Department	Responsibilities handled	From-To	No. of Years

Total number of experience: \_\_\_\_\_ Years and \_\_\_\_\_ Months

**10. Family Details**

- a. Marital Status : Married / Single No. of Children : \_\_\_\_\_  
 b. Spouse Name : \_\_\_\_\_

**11. Language known :**

Language	Spoken	Written

**12. If selected, probable date of joining :** \_\_\_\_\_

**13. References:** *(At least two) Give name, mailing address and occupation preferably of Educationists and Heads of the Institutions where you have studied or worked*

No.	Name	Address	Mobile Number and Email Address

**Place :** \_\_\_\_\_

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

**Signature of the Applicant**

**Note:**

1. Use additional sheets wherever necessary
2. Attach photocopies of certificates and testimonials

