



Serial No: _____

SBK Model School For Boys & Girls

EMPLOYMENT FORM

For the posts of Principal (Administrative positions)

Recent
Passport size
picture should
be affixed
here.

Post Applied for: _____

Nature of Employment:

Contract

Regular

1. Personal Information

1. Name of Applicant:											
2. Father's Name:											
3. Date of Birth:	Day					Month			Year		
4. Age as on Closing date:											
5. Domicile/Local:	Province					District			Tehsil		
6. Gender:	Female					Male					
7. C.N.I.C. #						-					
8. Religion:						Marital Status:					
9. Postal Address:											
10. Permanent Address:											
11. Email Address:											
12. Telephone No:	Mob					Res.			off.		

2. Academic Qualification:

Degree	Institution/University/ Board	Year of Passing	Marks obtained/total Marks	Division/Grade /CGPA	Major Subject(s)
Matriculation/O-levels					
Intermediate/A-levels					
Bachelors(Two years)					
Bachelors(four years)					
Masters					
M.Phil/MS					
Ph.D					

6. Indicate Physical Disability, if any _____

7. Have you obtained the NOC from your employer to apply for this job? (tick the relevant box)

Yes	No	N/A

8. Have you ever been dismissed/terminated/removed from service in any Government/semi government/ autonomous agency? If yes provide details below:

Name of Post	Department	Year	Reasons

9.Undertaking by the applicant:

It is solemnly affirmed that facts & figures given above are true to the best of my knowledge. Any false information, given by me, shall automatically disqualify me from the candidature of the post applied for.

Signature of Applicant

Dated: _____

10. Important: Please fill in the following slips for issuance of test /interview calls letters:

Name: _____	Name: _____
Father's Name: _____	Father's Name: _____
Postal Address: _____ _____	Postal Address: _____ _____
Phone Number: _____	Phone Number: _____
Cell Number: _____	Cell Number: _____

CHECK LIST

- (Attested) documents shall be attached with this employment form in the following order.
- Kindly make sure you have attached all the required documents.
- Incomplete applications will not be entertained.
- The Department of Human Resource will verify all the documents from relevant authority after Selection, if any document was forged, it will lead to removal from service.

Name of Applicant: _____ Father's Name: _____

Name of Post: _____

Note: Tick on the boxes to show the documents attached.

S.No	ITEMS	Yes	NO	Not Applicable
1.	Fee Paid: Challan No: _____ Draft No: _____ Payment Order No: _____			
2.	National Identity Card _____			
3.	Matriculation Certificate			
4.	Detail Marks Sheet			
5.	Intermediate			
6.	Certificate			
7.	Detail Marks Sheet			
8.	Bachelors (Arts/Sciences)			
9.	Degree			
10.	Transcript/Result Card			
11.	Master or BS (16years) or equivalent			
12.	Degree			
13.	Transcript/Result Card			
14.	MS/M.Phil (18 years) or equivalent			
15.	Degree			
16.	Transcript			
17.	Pakistan Engineering Council (PEC) Registration Certificate (only for			

	engineers)			
18.	Local/Domicile			
19.	Character Certificate from last attended Institution			
20.	Experience Certificates (must be attached, if experience is mentioned in employment form)			
21.	No Objection Certificate (NOC): (must be attached in case of Govt/Semi Govt/Autonomous body employee)			

It is certified that I have attached all the required documents related to position I am applying for, in case of incomplete documents (attested copies of all educational credentials, experience certificates etc) my application may be rejected.

Signature of Applicant: _____

Dated of submission: _____

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For office use:

SBK Model School HR Department

Acknowledgement

You have to provide copy of last Degree duly attested by HEC before appearing for interview, if shortlisted.

Applicant's Name: _____ Father's Name: _____ Form Number: _____

Challan/Draft/PO/ No. & Date: _____ Bank name: _____

Post Applied for: _____ BPS _____ Received by: _____ Date of Receiving: _____