



INTERNATIONAL INDIAN SCHOOL, JUBAIL(IISJ)

P.O.BOX#1188, AL-JUBAIL-31961

KINGDOM OF SAUDI ARABIA

Affiliated to CBSE Delhi, School No: 5730007

Telephone :(013)-3624130,Fax:(03)-3611018

APPLICATION FORM FOR NON TEACHING STAFF
(To be filled in Capital Letters)

(Affix your Photograph)

1) Position Applied for: _____

(Please mention the post applied for as given in the advertisement)

2)Field of Specialization:

Mention your area of specialization in the box given below from the following options:

- Administrative Officer Finance Officer Accounts Secretary
- Admin Assistant Procurement Fee Collection
- Receptionist Driver Electrician
- Plumber Security Guard Maintenance/Cleaning Supervisor
- Janitor/Attender Games/Lab/Library Assistant

3)Personal Record:Name: _____
First Middle Last

Date of Birth: //_____ Age:(Years) Nationality:_____

Passport Details: _____ //_____ //_____ _____
Number Issue Date Expiry Date Place of IssueVisa Status: Permanent VisitCurrent Address:Home Address:_____

_____Telephone Details: _____
Residence

Office

Mobile

Sponsor Details: _____
Iqama Number/ / _____
Expiry Date Company Name

4) Academic Record:

#	Qualification (Degree)	Institution/University	Year of Passing	Marks/Grade Obtained	Major Subjects

6) Special Skills & Talents:(e.g. Certification Courses sports and other socially useful productive work)

#	Brief Description

7) Work Experience Record:(Teaching and Other Work)

#	Post Held	Organization Details	Duration	Brief Job Responsibilities

8) Any other Relevant Information:

9) References:

#	Referee Name	Address	Telephone	Relation to you
1				
2				

10) Undertaking:

I certify that all the information furnished above for employment are true and correct to the best of my knowledge and belief, and I understand that any mis-representation, falsification or omission of facts there-on may justify my disqualification of candidature.

Signature of the Applicant

// _____
Date

Note:

Please attach photocopies of all educational qualification, work experiences, extracurricular activities and documents supporting your publications, research, seminars, workshops and other information furnished in the application form.

Enclosures:(Photocopies only)

1	Certificate of Date of Birth	
2	Copies of Passport and Visa	
3	Academic & Professional Certificates	
4	Experience Certificates	
5	Certificates of Extra Curricular Activities	

FOR OFFICE USE ONLY

VERIFICATION REPORT

1	Visa Status	
2	Date of Birth	
3	Original: Post Graduation Certificate	
4	Original: Graduation Certificate	
5	Original: Under Graduation Certificate	
6	Training: Degree/ Diploma / Certificate	
9	Mark List and Division	
10	Experience:	
11	Other Certificate if any:	

Date of Interview: _____

Verified by:

1) _____

2) _____

Date: // _____

Date: // _____